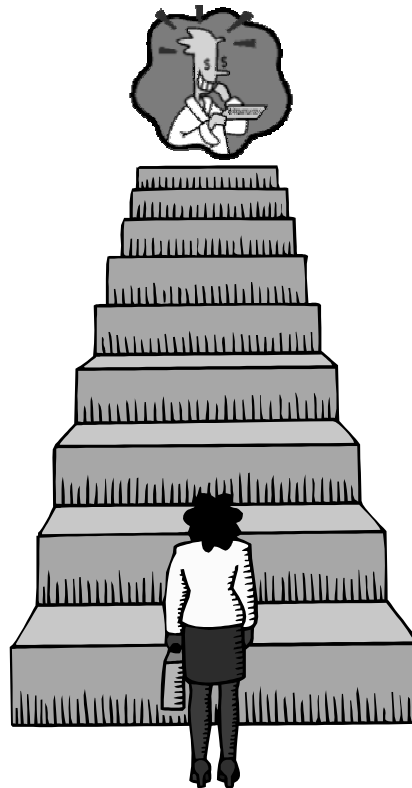




# HRAPAY AGENCY PAYROLL

## Chapter 2 - Payroll Processes

# STEPS TO A SUCCESSFUL PAYROLL



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09/16/04 Revised to V3

2-2

In order to have a successful payroll, the Agency must ensure that all steps have been completed before OPM Payroll Systems run a live payroll. The deadline for all processes to be completed at the Agency level is 2:00 pm on the Monday after the close of the payperiod. If a holiday occurs, OPM Payroll Systems will specify a deadline date for Agencies to complete their process.



## Time Entry – CAT2

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 08/29/2004 - 09/11/2004

Data Entry Area

LT	Pers.No.	CO...	RRe...	FA/A...	Wa...	P...	Total	SU ...	From	To	MO ...	From	To	TU ...	From	To	WE ...	From	To
36							24.00	0.00			8.00			8.00			8.00		
36	ARK			SICK			16.00				8.00						8.00		
36	ARK			ANNL			8.00							8.00					
31							80.00	0.00			8.00			8.00			8.00		
31	ARK			ATTN			36.00				4.00	08:00	12:00	4.00	08:00	12:00			
31	ARK			ATTN			36.00				4.00	12:30	16:30	4.00	12:30	16:30			
31	ARK			ATTN			8.00										8.00		

Data entry view Release view Variable view Entry 1 of 7

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2-3

All positive time reporting employees must have their attendance hours and absences hours (if applicable) and negative time reporting employees must have their absences hours (if applicable) recorded in the CATS database.



## Time Approval – CATS\_APPR\_LITE

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help TEST1

Period

Reporting Period Other Period 06/28/2004 -

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

☐ Automatic Approval (Cust Exit)

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2-4

All times that were entered into the CATS database must be approved in order to flow through payroll. It is the responsibility of each Agency to ensure that all time entered has been approved.

It is suggested to ensure all times are approved that you use the dates of the beginning payroll fiscal year begin date through the end of the current payroll period. This will pick up any unapproved time for the current fiscal year. **Note: Any employee that was active in your Agency during the selection period identified will appear on your list for approval.**

# Demonstration

## Time Transfer (CATA)



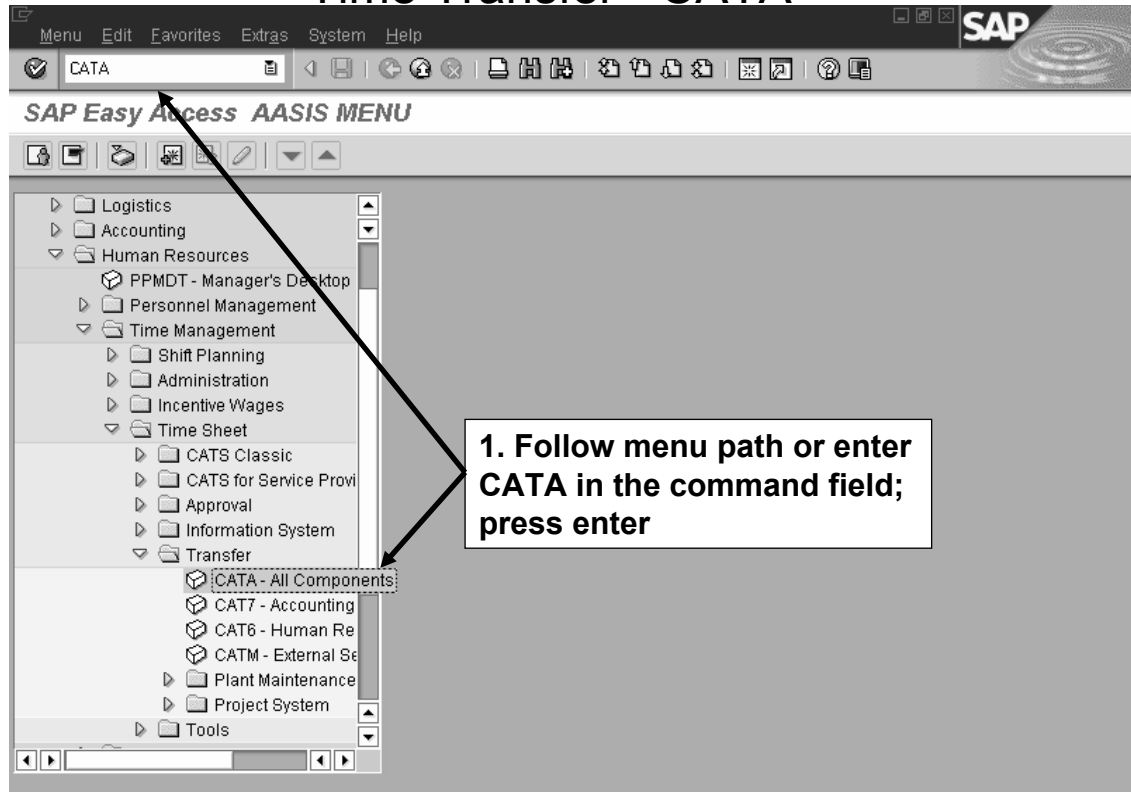
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09/16/04 Revised to V3

2-5

This process is performed by the Central Time Management role to transfer approved time sheet data records from the CATS database to the HR module. This transfer process is usually performed on a nightly batch job. However, the Central Time Management role must process a repeat transfer each day to see if any errors occurred during the batch process. **On Monday of the payroll cutoff, the Agency MUST process the initial Time Transfer and repeat Transfer after all Master Data has been entered and/or corrections made.**



# Time Transfer - CATA



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2-6

The menu path is Human Resources > Time Management > Time Sheet > Transfer > All Components.



## Time Transfer - CATA

Program Edit Goto System Help

**Time Sheet: Transfer to Target Components**

Further selections

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 08/29/2004 To 09/11/2004

Selection

Personnel number

Business area

Administrator group

Time recording administrator

More Selection Options

Order (PM/CS) to

Network (PS) to

Document no. (CO/PM/CS/PS) to

Target Components

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2-7

The data selection period enables you to specify the period in which employee data records are read.

If records were changed before the current payroll period, remember to change the begin date in order to capture those hours for transfer.



# Time Transfer - CATA

Program Edit Goto System Help

**Time Sheet: Transfer to Target Components**

Further selections

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today ☒ Other period

08/29/2004 To 09/11/2004

3. Enter criteria

Selection

Personnel number

Business area

Administrator group FA01

Time recording administrator

More Selection Options

Order (PM/CS) to

Network (PS) to


Document no. (CO/PM/CS/PS) to

Target Components

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2-8

Selection criteria must be specified in order to tell the system which group of employees to select for time transfer. You may select your employees by different options such as Personnel number, Business area or Administrator group. **Note: The Administrator group is the Personnel area.**

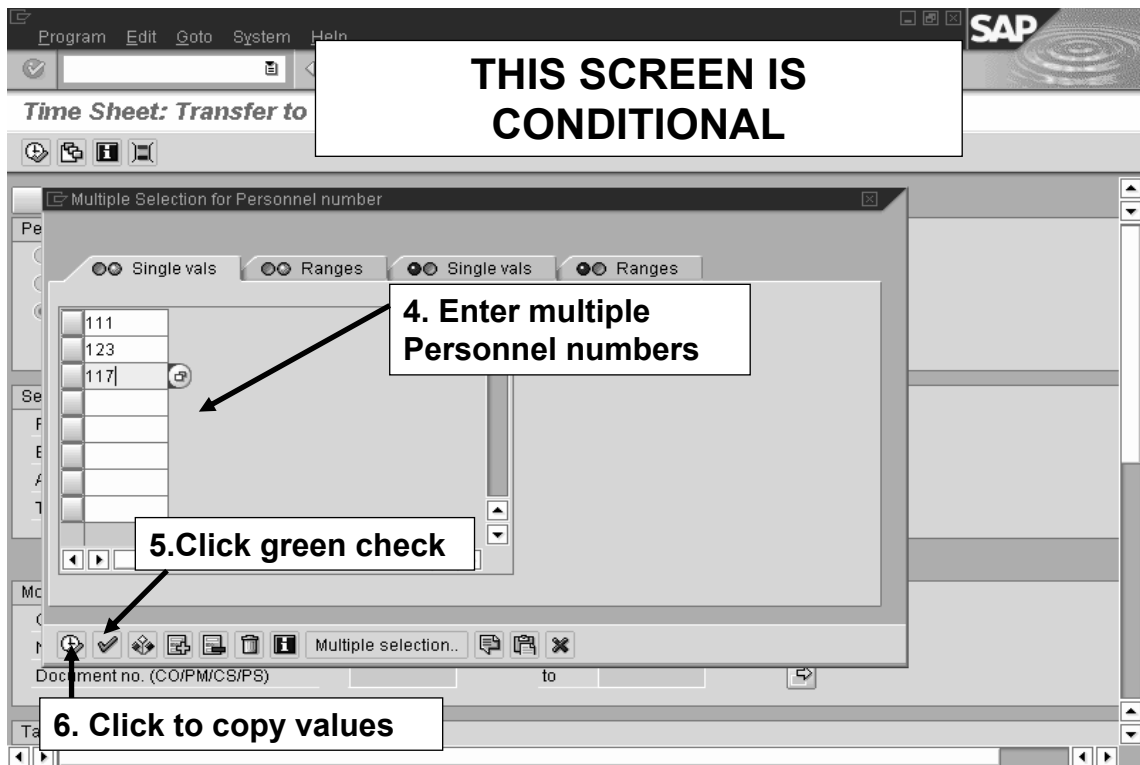
If you have more than one area that you are responsible for, you may enter the criteria as multiples by clicking the multiple selection icon  at the end of the desired option.

**If you have entered the desired criteria, skip to Step 7.**





## Time Transfer - CATA



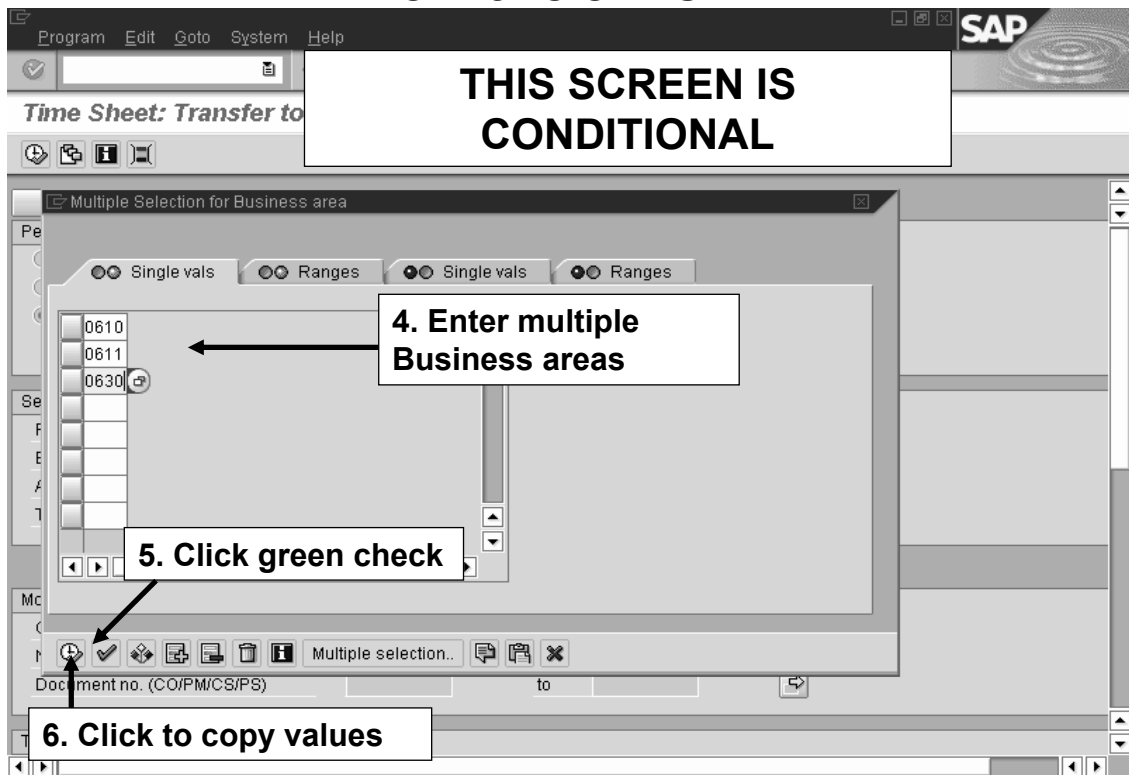
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2-9

**THIS IS CONDITIONAL: List all personnel numbers**



## Time Transfer - CATA



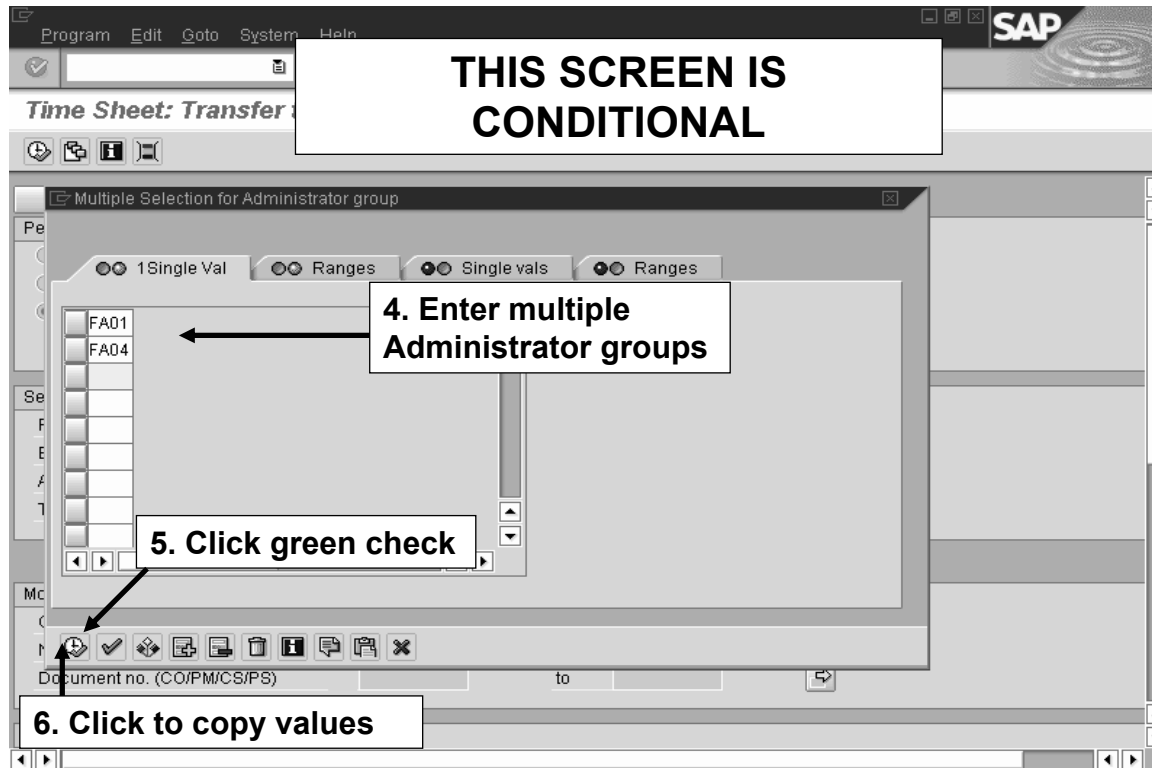
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2-10

**THIS IS CONDITIONAL: List all Business areas**



## Time Transfer - CATA



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2-11

**THIS IS CONDITIONAL: List all Administrator groups (Personnel Areas)**



## Time Transfer - CATA

Program Edit Goto System Help

SAP

**Time Sheet: Transfer to Target Components**

Document no. (CO/PM/CS/PS) [ ] to [ ]  
[ ] to [ ]  
[ ] to [ ]

Target Components

- ☒ Human Resources
- ☐ Controlling
- ☐ Plant maintenance/Cust.service
- ☐ Project System

Posting Date

Posting date (CO/PM/CS/PS) [ ]  
Post. date for cancel. (PM/PS) [ ]

Control Parameters

Number of tasks (PM/CS/PS) 1  
No. lock attempts (PM/CS/PS) 99  
☒ Log (HR/PM/CS/PS)

**7. Click to check  
Human Resources**

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2-12

You must check the Human Resources box in order for the records to transfer to the proper table.



## Time Transfer - CATA

**Time Sheet: Transfer to Target Components**

**Target Components**

- ☒ Human Resources
- ☐ Controlling
- ☐ Plant maintenance/Cust.service
- ☐ Project System

**Posting Date**

Posting date (CO/PM/CS/PS)

Post. date for cancel. (PM/PS)

**Control Parameters**

Number of tasks (PM/CS/PS)

No. lock attempts (PM/CS/PS)

- ☒ Log (HR/PM/CS/PS)
- ☒ Test run
- ☐ Direct transfer mode (HR)
- ☐ Repeat transfer (HR)
- ☐ Transfer w/o dates (PS)
- ☐ Ignore warnings (CO)
- ☒ Personnel number in CO doc.

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09/16/04 Revised to V3

2-13

The log will be automatically selected by default. The log will display a detailed list of the time entries that will be transferred. You may uncheck this box but it is recommended that the log be viewed.



## Time Transfer - CATA

**9. Click to execute**

**8. Click to uncheck**

Target Components

service

Posting Date

Posting date (CO/PM/CS/PS)

Post. date for cancel. (PM/PS)

Test run

Direct transfer mode (HR)

Repeat transfer (HR)

Transfer w/o dates (PS)

Ignore warnings (CO)

Personnel number in CO doc.

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2-14

The test run box will be automatically selected by default. In order for your records to transfer to the Human Resources table, you must uncheck the Test run box. If you execute Time Transfer with the Test run box checked, your records will be read but not transferred.



## Time Transfer - CATA

Transfer Time Data to HR Time Management

**DISPLAY PURPOSES ONLY**

Number of data records read: 76  
Test run: No data was transferred

	Cxd	Pers.No.	Valid From	A/AType	Hours	Crcy	WT	Number	TMU	Amount	Type	Number
<input type="checkbox"/>	000	111	09/10/2004	ATTN	4.00			0.00				1
<input type="checkbox"/>	000	111	09/10/2004	ATTN	4.00			0.00				2
<input type="checkbox"/>	000	111	09/09/2004	ATTN	4.00			0.00				3
<input type="checkbox"/>	000	111	09/09/2004	ATTN	4.00			0.00				4
<input type="checkbox"/>	000	111	09/08/2004	ATTN	4.00			0.00				5
<input type="checkbox"/>	000	111	09/08/2004	ATTN	4.00			0.00				6
<input type="checkbox"/>	000	111	09/07/2004	ATTN	4.00			0.00				7
<input type="checkbox"/>	000	111	09/07/2004	ATTN	4.00			0.00				8
<input type="checkbox"/>	000	111	09/06/2004	ATTN	4.00			0.00				9
<input type="checkbox"/>	000	111	09/06/2004	ATTN	4.00			0.00				10
<input type="checkbox"/>	000	111	08/30/2004	ATTN	4.00			0.00				11

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09/16/04 Revised to V3

2-15

If the test run box is checked, this screen will be displayed. Remember the data was only read and not transferred. **Click the green arrow back button and uncheck the test run to actually transfer records.**





## Time Transfer - CATA

10. Click green arrow

Cxd	Pers.No.	Valid From	A/AType	Hours	Crncy	WT	Number	TMU	Amount	Type	Number
	111	09/10/2004	ATTN	4.00			0.00				1
	111	09/10/2004	ATTN	4.00			0.00				2
	111	09/09/2004	ATTN	4.00			0.00				3
	111	09/09/2004	ATTN	4.00			0.00				4
	111	09/08/2004	ATTN	4.00			0.00				5
	111	09/08/2004	ATTN	4.00			0.00				6
	111	09/07/2004	ATTN	4.00			0.00				7
	111	09/07/2004	ATTN	4.00			0.00				8
	111	09/06/2004	ATTN	4.00			0.00				9
	111	09/06/2004	ATTN	4.00			0.00				10
	111	08/30/2004	ATTN	4.00			0.00				11

Record created

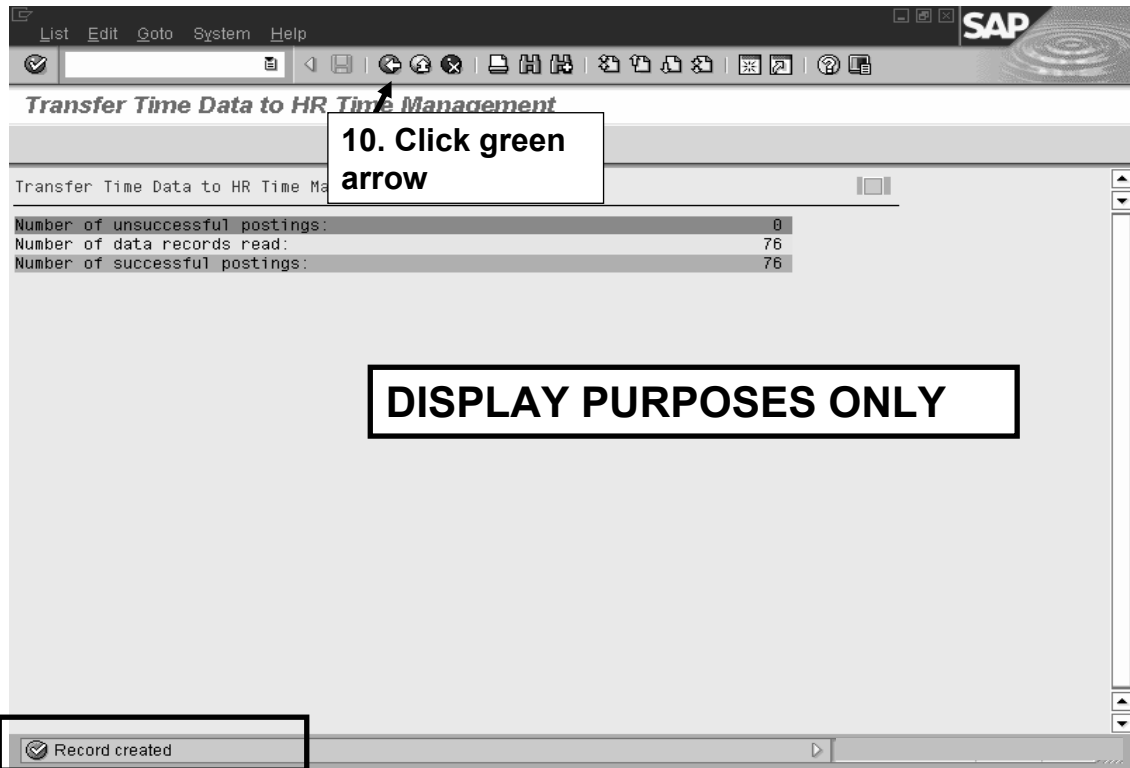
2-16

Once the transfer is complete, you will receive the message 'Record created'. You can use the log to view which data was successfully transferred and how many records generated errors (if applicable) during transfer.





## Time Transfer - CATA



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09/16/04 Revised to V3

2-17

Once the transfer is complete, you will receive the message 'Record created. If log is unchecked, you will be able to view the total number of data records read and the total number of successful postings.



## Time Transfer - CATA

Time Sheet: Transfer to Target Components

Target Components

- ☒ Human Resources
- ☐ Controlling
- ☐ Plant maintenance/Cust.service
- ☐ Project System

Posting Date

Posting date (CO/PM/CS/PS)

No. of attempts (if w/CO/PS)	No. of attempts (if w/HR)
1	99

Log (HR/PM/CS/PS)

- ☒ Log (HR/PM/CS/PS)
- ☐ Test run
- ☐ Direct transfer mode (HR)
- ☒ Repeat transfer (HR)
- ☐ Transfer w/o dates (PS)
- ☐ Ignore warnings (CO)

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09/16/04 Revised to V3

2-18

Check the Repeat transfer (HR) box to view any errors which may have occurred in time transfer.

**Also, Time Transfer is run each night in a batch job. Unlike time evaluation where messages are sent via SAP mail, there are no messages sent for time transfer errors. Therefore, it is imperative that the Central Time person perform this step each day to check if any errors occurred during the overnight batch job.**



## Time Transfer – CATA

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09/16/04 Revised to V3

2-19



## Time Transfer - CATA

The screenshot shows the SAP 'Transfer Time Data to HR Time Management' (CATA) transaction. The title bar includes 'List Edit Goto Extras Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area displays the following statistics:

Number of unsuccessful postings:	0
Number of data records read:	0
Number of successful postings:	0

Below the statistics is a message box with the text: "List contains no data". The message box also contains a table header with the following columns: Cxd, Pers.No., Start, A/AType, Hrs, Crncy, WT, Number, TMU, Amount, Type, Number.

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09/16/04 Revised to V3

2-20

If all records successfully transferred you will receive the message "List contains no data".

If any records are displayed, you must analyze the employee's time records, make necessary corrections and rerun time processes prior to the live payroll run.

If errors are not corrected, the employee may not be paid, future time entry may not be allowed, and quota balances will be incorrect if data read is for an absence type.

# Demonstration

## TIME EVALUATION (PT60)

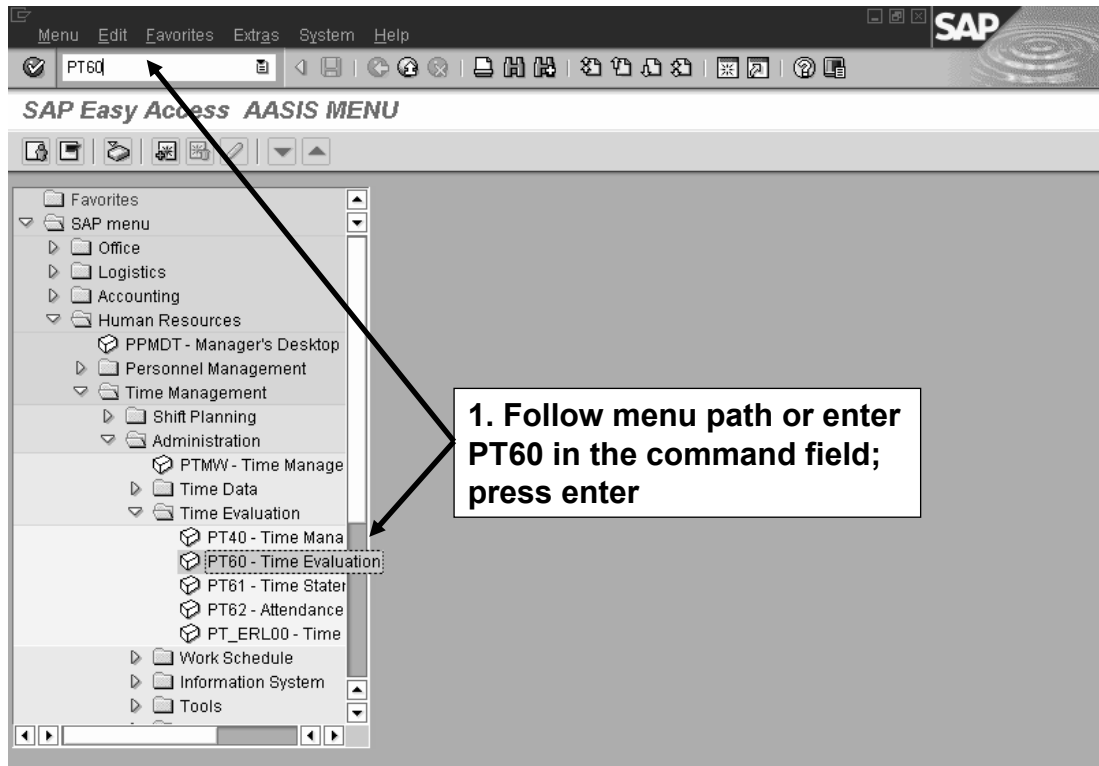


This transaction is processed by the Agency Central Time Management role to evaluate time in order to:

(1) Create time wage types (i.e. regular pay); (2) store time balances (i.e. reg hours ytd) and (3) update infotype records (i.e. absence quotas). During this process, time rules, such as compensatory and attendances/absences, are evaluated and updated. Time Evaluation is processed on a nightly scheduled batch job but **MUST** be performed after the close of the payroll period and after you have made Master Data changes and/or corrections.



## Time Evaluation - PT60



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01/05/06 Revised to V3

2-22

The menu path is Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation.



## Time Evaluation – PT60

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel number	
Personnel subarea	
Business area	
Administrator group	FA01
Time recording administrator	

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	
Layout for log	
Forced recalculation as of	
Evaluation up to	01/05/2006

Program options

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01/05/06 Revised to V3

2-23

Selection criteria must be specified in order to tell the system which group of employees to select for time evaluation. The Administrator group is the same as Personnel area.



## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel number  
Personnel subarea  
Business area  
Administrator group FA01  
Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04  
Time statement variant  
Layout for log  
Forced recalculation as of  
Evaluation up to 01/05/2006

Program options

Note: The correct time evaluation schema will default. DO NOT CHANGE

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01/05/06 Revised to V3

2-24

The evaluation schema defines steps to be performed during time evaluation. **DO NOT** select any SCHEMA other than ZM04.

**Note: Using any other SCHEMA in PT60 will create an error message. While the error is easily corrected by simply running the correct ZM04 SCHEMA, the error message, unfortunately, will periodically resurface if other time evaluation errors occur within the same time frame.**





## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel number

Personnel subarea

Business area

Administrator group FA01

Time recording administrator

Parameters for time evaluation

Evaluation schema 7M01

Time statement variant

Layout for log

Forced recalculation as of

Evaluation up to 01/05/2006

Program options

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01/05/06 Revised to V3

2-25

The 'Time statement variant' field will be blank upon default. It is not used by the State of Arkansas.



## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel number		
Personnel subarea		
Business area		
Administrator group	FA01	
Time recording administrator		

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	
Layout for log	
Forced recalculation as of	
Evaluation up to	01/05/2008

Program options

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05/02/06 Revised to V3

2-26

**DO NOT** enter a date in “Forced recalculation as of” field.

If you process a Termination, Retirement or LWOP action after the employee’s effective date, the system will recalculate the affected employee’s master data during the next regular time evaluation process. (See below).

Exception: If you process the Termination, Retirement or LWOP action on a payroll-processing day, time evaluation will not run in a batch process. The Agency must run time evaluation in order to prevent the affected employee from being overpaid.



## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

**3. Click to execute**

Administrator group FA01

Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04

Time statement variant

Layout for log

Forced recalculation as of

Evaluation up to 01/05/2006

Program options

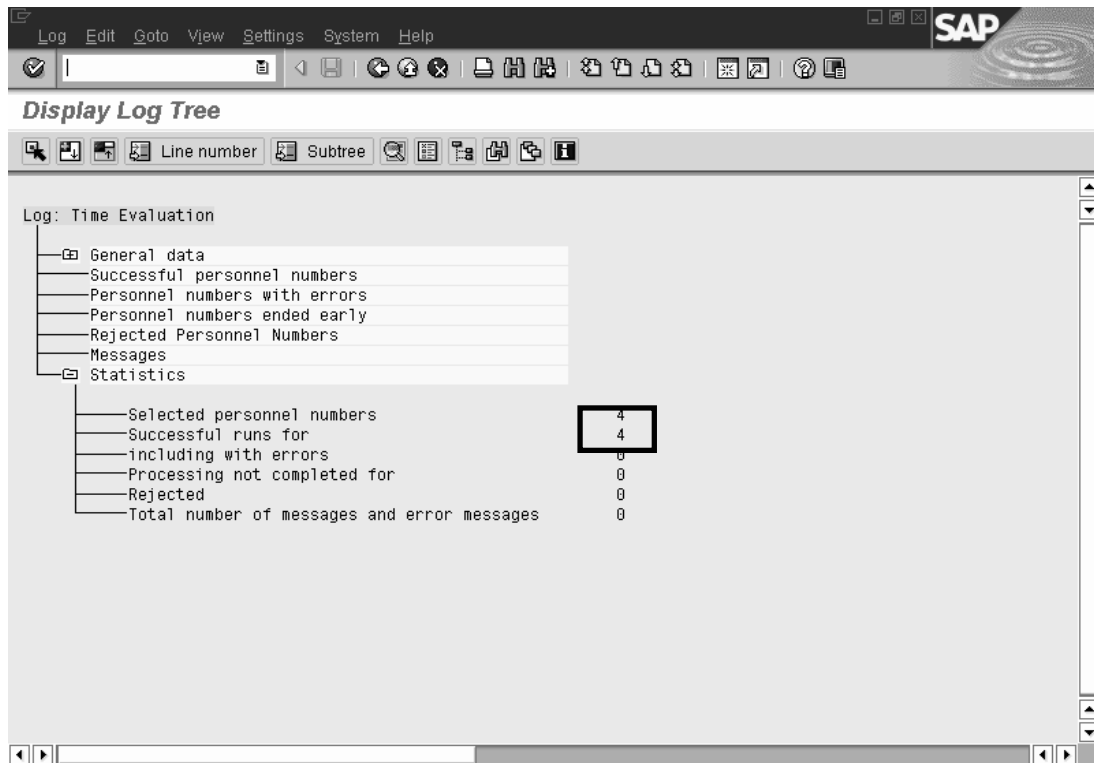
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01/05/06 Revised to V3

2-27

The “Evaluation up to” field will always default to the current date. This process will run up to and including this date. Future time evaluation is not allowed unless directed by OPM Payroll Systems. When this is allowed, ASC will send out a system message advising what date to use.



## Time Evaluation – PT60



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01/05/06 Revised to V3

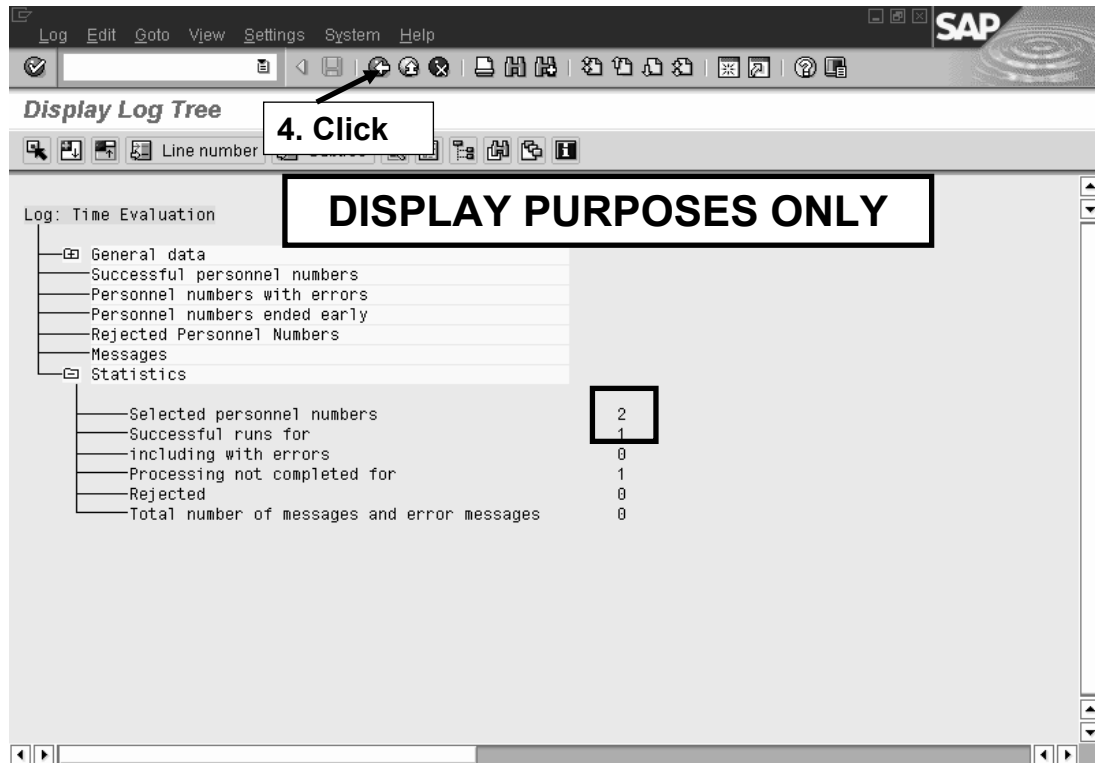
2-28

Once time evaluation is completed, the display log tree will be displayed indicating:

(1) How many personnel numbers have been selected; (2) How many of them have been evaluated successful; (3) How many were accounted with errors; (4) The number of employees for whom processing was cancelled prematurely; (5) How many employees were rejected; and (6) the total number of messages and errors generated.



## Time Evaluation – PT60



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01/05/06 Revised to V3

2-29

If the selected personnel numbers and successful runs for fields have different totals, you must rerun time evaluation with the display log on to view your errors. All errors must be corrected before OPM runs a live payroll.



## Time Evaluation – PT60

**DISPLAY PURPOSES ONLY**

Log: Time Evaluation

- General data
  - Successful personnel numbers
  - Personnel number
  - Personnel number
  - Rejected Personnel
  - Messages
- Statistics
  - Selected personnel name
  - Successful runs for
  - including with err
  - Processing not com
  - Rejected
  - Total number of messages and error messages

Do you want to exit the log display?

☒ Yes ☐ No

**5. Click Yes**

Successful runs for	1
including with err	0
Processing not com	1
Rejected	0
Total number of messages and error messages	0



## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel number  
Personnel subarea  
Business area  
Administrator group  
Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04  
Time statement variant  
Layout for log  
Forced recalculation as of  
Evaluation up to 09/13/2004

Program options

6. Click Program options

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01/05/06 Revised to V3

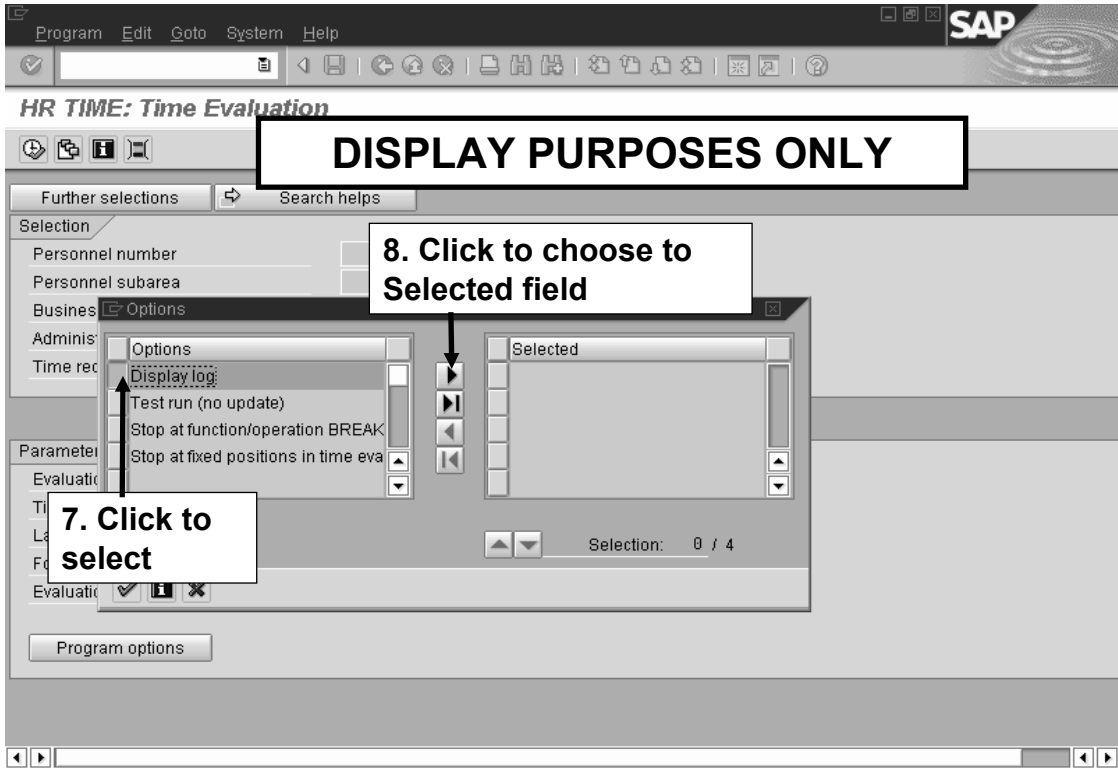
2-31

In order to view the error(s) on your employees, you must select the Display log under the Program options button.

**Note:** It is recommended that you select the display log for only those employees who have errors. Running time evaluation for your entire Business Area or Personnel Area with the display log selected may create a long run time.



## Time Evaluation – PT60



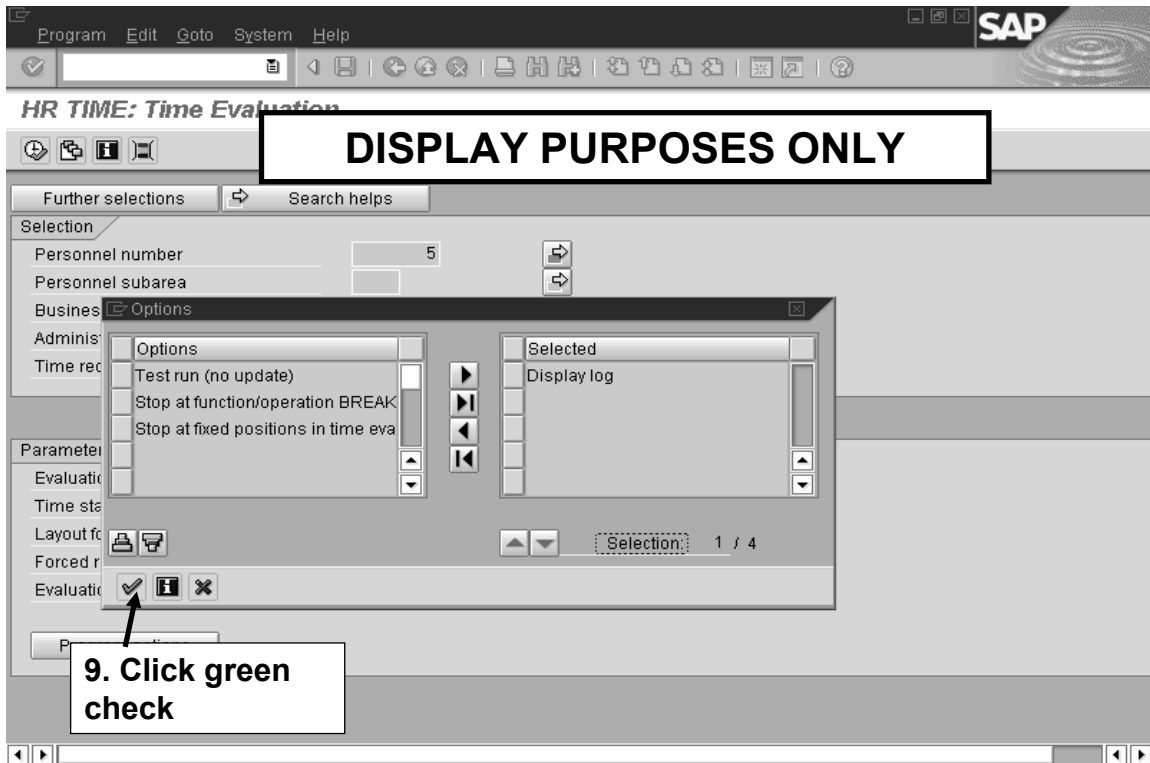
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2-32





## Time Evaluation – PT60





## Time Evaluation – PT60

Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Se

**10. Click to execute**

**DISPLAY PURPOSES ONLY**

Business area  
Administrator group  
Time recording administrator

Parameters for time evaluation

Evaluation schema ZM04  
Time statement variant  
Layout for log  
Forced recalculation as of  
Evaluation up to 09/13/2004

Program options Display log



## Time Evaluation – PT60

**DISPLAY PURPOSES ONLY**

Log: Time Evaluation

- General data
  - Successful personnel numbers
  - Personnel numbers with errors
  - Personnel numbers ended early
    - 00000005 Young Wanda
      - Initialization 08/2004
        - 08/30/2004 Monday
          - Provide time data
          - Arkansas 7-8 rule
          - Error checks
          - Determine planned working times
            - TYPES Assign time type to time pair (T555Y)
            - IF SMHF
            - ELSE
            - ENDIF
            - PBRKS OWTI Break processing
            - Deduct atts./absences from planned pair
            - Move Previous daily balances
            - Set indicator for EE w time, w/o time
            - RTIPA ZCK0 GEN Add all the paid absence to 9211
            - PRINT TES

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01/05/06 Revised to V3

2-35

The detailed log is useful for analyzing errors. Scroll down through the log until the error is identified.



## Time Evaluation – PT60

**DISPLAY PURPOSES ONLY**

Line number	Description	Count
1	Selected personnel numbers	1
0	Successful runs for	0
0	including with errors	0
1	Processing not completed for	1
0	Rejected	0
1	Total number of messages and error messages	1

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01/05/06 Revised to V3

2-36

Employees that did not successfully go through time evaluation will be displayed as a red error with a description of the error. You will need to analyze the error and correct it. You can view the QRC Time Evaluation Error Message Glossary on how to fix the error. If you need additional help, you may call the AASIS Support Center at 683-2255 for assistance.



# Demonstration

## NUMBER OF HOURS EVALUATED REPORT (ZNHE)



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09/16/04 Revised to V3

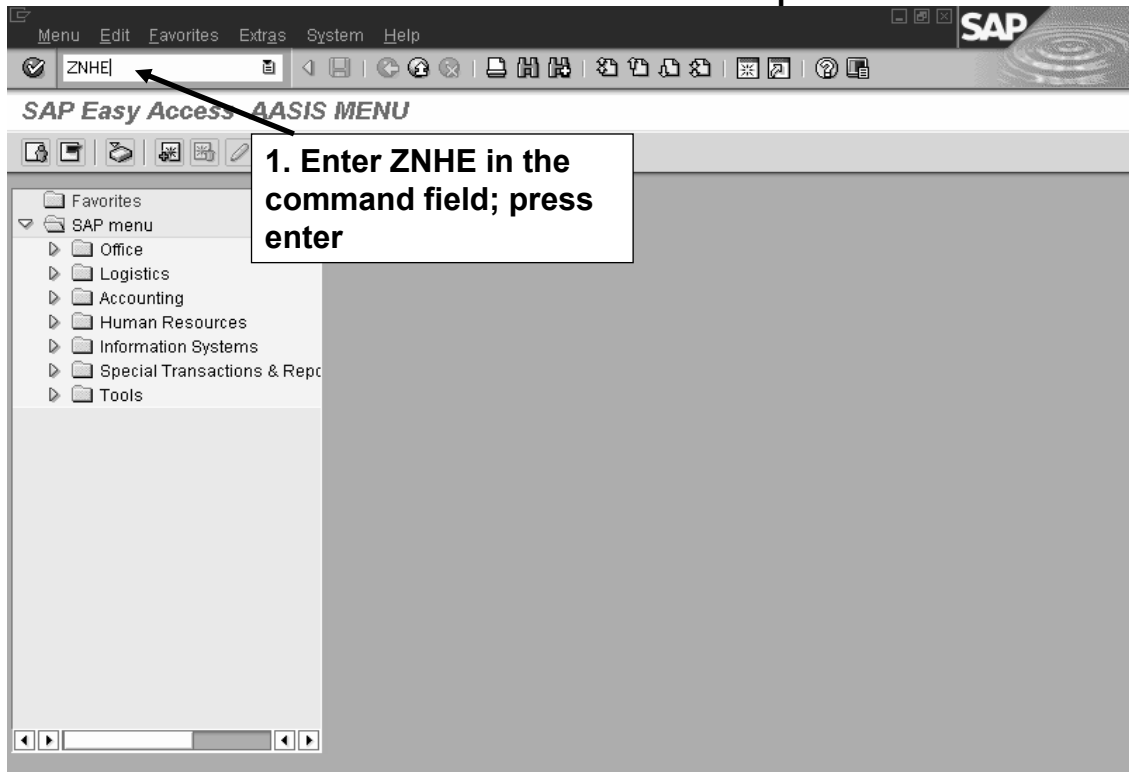
2-37

The Number of Hours Evaluated Report will provide the total number of hours that have been evaluated for employees in the selected period. This report is used to aid the Agencies in determining the number of hours entered in CATS that have been approved, transferred and successfully evaluated for each pay period.

**THIS REPORT SHOULD NOT REPLACE PAYROLL  
SIMULATIONS**



## Number of Hours Evaluated Report – ZNHE



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2-38

Agency/State Central Time Management, Agency Time Management Specialist, Agency/State Time Management Supervision and State Time Management Specialist\_1 are the roles authorized to run this report.



## Number of Hours Evaluated Report – ZNHE

**3. Click Further selections**

**2. Enter dates**

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09/16/04 Revised to V3

2-39

Enter the pay period beginning date in the first box of the 'Data Selection Period' and the end of the pay period in the second box of the 'Data Selection Period'. You must enter the same dates in the 'Person Selection Period' boxes as well.

Click the Further Selection options to choose to run this report by other options such as Business Area, Personnel area, etc.



## Number of Hours Evaluated Report – ZNHE

Program Edit Goto System Help

**Number Of Hours Evaluated**

Further selections Search helps

Period  
☐ Today  
☐ Up to  
☒ Other

Data  
Pers  
Pa

Selection  
Personn  
Employr  
Compar  
Payroll a  
Pers. are  
Employee

**4. Click on desired option**

**5. Click to choose**

Selection options  
Action type  
Reason for action  
Customer-specific status  
Special payment status  
Personnel area  
Personnel subarea  
Employee group  
Employee subgroup  
Organization key  
Business area  
Legal person  
Work contract  
Controlling area  
Cost center

Selection fields  
Personnel number  
Employment status  
Company code  
Payroll area  
Pers. area/subarea/cost center  
Employee group/subgroup

Selection: 6

AASIS S  
09/16/04 Revised to V3

2-40





## Number of Hours Evaluated Report – ZNHE

**6. Click green check**

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09/16/04 Revised to V3

2-41



## Number of Hours Evaluated Report – ZNHE

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In the 'Employment status' field you may want to select "3" to display only active employees. Make sure you specify what group of employees you wish to display (i.e. Personnel numbers, Business area, personnel area, etc.).



## Number of Hours Evaluated Report – ZNHE

**8. Click to execute**

Number Of Hours Evaluated

Up to today From today

Other period 08/29/2004 To 09/11/2004

08/29/2004 To 09/11/2004

Selection

Personnel number

Employment status 3

Company Code

Personnel area

Business area 0610

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Output In Personnel Area Seq ☒

Output In Cost Center Seq ☐

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This report will be sorted by Personnel areas upon default. You may choose to sort by cost centers by selecting that radio button.



## Number of Hours Evaluated Report – ZNHE

Number Of Hours Evaluated					
PROGRAM: ZPTRCR0002_NBR_HRS_EVALUATED      Arkansas Administrative Statewide Information System					
TIME: 10:03:28 CLIENT ETR 512      Number of Hours Evaluated					
FROM 08/29/2004 TO 09/11/2004					
PERNR	NAME	PERSONNEL AREA	COST CENTER	TIME ADMINISTRATOR	TOTAL HOURS
00000012	WILKERSON TERRI	FA01	383201	101	0.00
00000013	HENDRIX HARRIET	FA01	383230	101	0.00
00000015	WHITAKER TERESA	FA01	383201	101	0.00
00000018	WAINWRIGHT SUSAN	FA01	383201	101	0.00
00000019	HAYS GORDON	FA01	383230	101	0.00
00000021	VINSON SUSAN	FA01	383201	101	0.00
00000024	VENABLE SHIRLEY	FA01	383201	101	0.00
00000047	WILLIAMS THOMAS	FA01	383250	101	0.00
00000049	WEBB TED	FA01	383250	101	0.00
00000051	WASHINGTON TABITHA	FA01	383250	101	0.00
00000078	ORR MARGARET	FA01	383230	101	0.00
00000085	LIPSCOMB KAREN	FA01	383241	101	0.00
00000108	RANDOLPH VICTOR	FA01	383255	101	0.00
00000109	FISK WALTER	FA01	383260	101	0.00
00000110	HENDERSON WARREN	FA01	383255	101	0.00
00000111	BOLTON SHARON	FA01	383260	101	80.00
00000112	ALLMAN LILLIE	FA01	383245	101	80.00
00000114	RUSH LAURA	FA01	383255	101	0.00
00000117	JACKSON DEBORAH	FA01	383260	101	0.00
00000118	HENDRIX ALICE	FA01	383260	101	0.00

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Once the report is completed, you can view the number of hours that was successfully evaluated for your employees. **Remember this is not to replace Payroll Simulation.**

# Demonstration

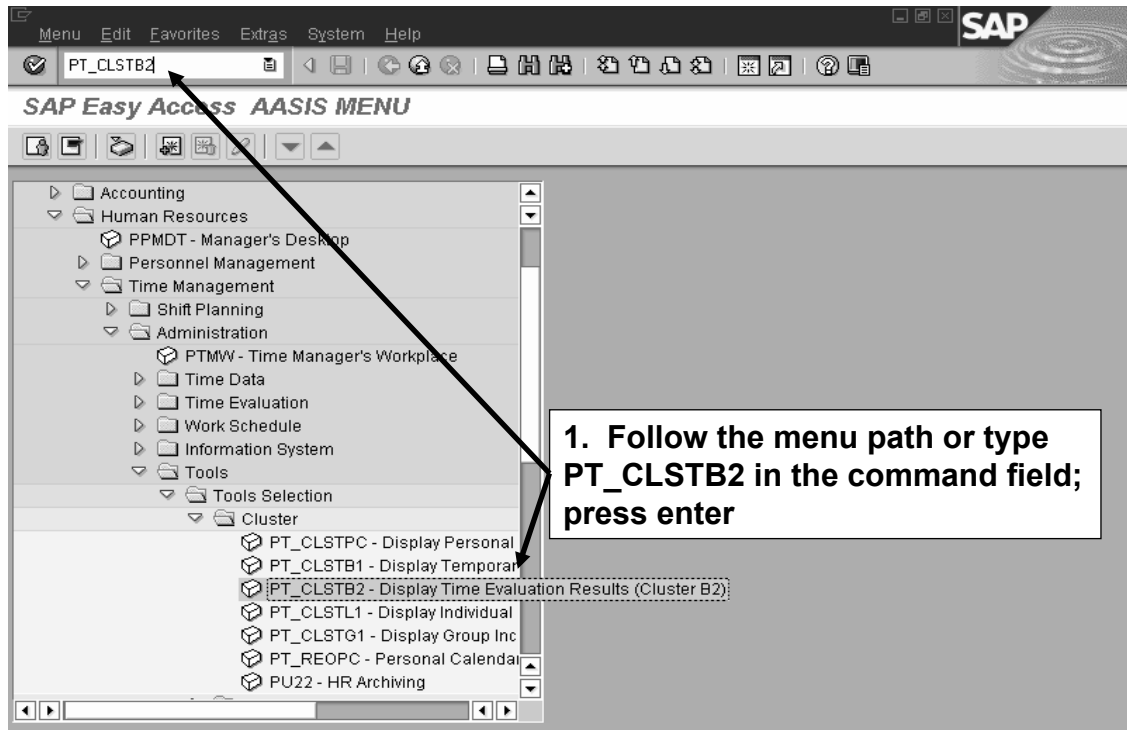
## DISPLAY TIME EVALUATION RESULTS (CLUSTER B2) (PT\_CLSTB2 or PT66)



This process will display collected data resulting from time evaluation. You may view evaluated data such as attendances and/or absences, time wage types, time quota and time evaluation messages to name a few.

If there is a discrepancy in the number of hours the employee is receiving, you may view this cluster to compare the number of hours on the time sheet to what was actually evaluated. When there is a difference, it may be necessary to make sure all time entered has been approved and transferred and time evaluation rerun for the affected employee(s).

## Time Evaluation Results Display – PT66



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The menu path is Human Resources > Time Management > Administration > Tools > Tool Selection > Cluster > Display Time Evaluation Results (Cluster B2). **Note: You can also access this report by entering PT66 in the command field.**

The roles that have access to this report are Agency/State Central Time Management and Agency Payroll Systems Management.



## Time Evaluation Results Display – PT66

Program Edit Goto System Help

Display Time Evaluation Results (Cluster B2)

Selection

Personnel no. 11 To

Complex selection to

Year to

Period (YYYYPP) to

Cluster type 1 to

2. Enter criteria

List format

☒ Level 1: List of personnel numbers and periods

☐ Level 2: List of tables for selected personnel numbers

☐ Level 3: Overview of all table contents

☐ Level 4: Detailed description of all table entries

Archived Data

☒ Do not display archived data

☐ Display archived data only

☐ Display archived and non-archived data

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Enter the personnel number of the employee that you wish to display.



## Time Evaluation Results Display – PT66

Program Edit Goto System Help

**Display Time Evaluation Results (Cluster B2)**

Selection

**3. Click to execute**

Year

Period (YYYYPP)

Cluster type 1

To

to

to

to

to

List format

☒ Level 1: List of personnel numbers and periods

☐ Level 2: List of tables for selected personnel numbers

☐ Level 3: Overview of all table contents

☐ Level 4: Detailed description of all table entries

Archived Data

☒ Do not display archived data

☐ Display archived data only

☐ Display archived and non-archived data

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## Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Pers. no	Year	Period	ClTyp	Hist.	Chg. date	User	Report	Archive grp
00000111	2003	08	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2003	09	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2003	10	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2003	11	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2003	12	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2004	01	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2004	02	1		04/10/2004	DMHILL02	RPTIME00	
00000111	2004	03	1		10/02/2004	DMHILL02	RPTIME00	
00000111	2004	04	1		10/02/2004	DMHILL02	RPTIME00	
00000111	2004	05	1		10/02/2004	DMHILL02	RPTIME00	
00000111	2004	06	1		10/02/2004	DMHILL02	RPTIME00	
00000111	2004	07	1		10/04/2004	DMHILL02	RPTIME00	
00000111	2004	08	1		10/04/2004	DMHILL02	RPTIME00	
00000111	2004	09	1		10/04/2004	DMHILL02	RPTIME00	

4. Double-click in desired period

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The data is stored in individual periods for the personnel number selected. The Period column will display the number of the month (i.e. 06 – June, 07 – July, etc.) along with the last date time evaluation was run.

**Note: If you are researching a payperiod that crosses two months (i.e. 08/29/04 – 09/11/04), you will need to view 08 period for August and 09 period for September.**



## Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Person 00000111 Sharon Bolton  
Period 09 2004 C1Type 1

Table	Name	
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	15
Balances, wage types and quota transactions		
ZES	Time balances for each day	404
SALDO	Cumulated time balances	55
ZK0	Time quotas	9
ZL	Time wage types	10
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	1
KNTAG	Work bridging two calendar days	Single field
Automatic accrual of absence quotas		
QTACC	Absence quota generation	1
QTBASE	Base entitl.	1

5. Double-click the PSP table

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The different tables containing information resulting from time evaluation will be displayed for your review.



## Time Evaluation Results Display – PT66

LE SAP

List Edit Goto System Help

Display Time Evaluation Results (Cluster B2)

6. Click back arrow or press F3

Person 00000111 SH  
Period 09 2004  
Table PSP Personal work schedule

Date	Grpg	DWS	Variant	Class	DyTyp	HoICl	PWS	No. hrs	Break	Active
08/31/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/01/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/02/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/03/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/04/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/05/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/06/2004	60	OPEN		1	0	1	OPEN	24.00		X
09/07/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/08/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/09/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/10/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/11/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/12/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/13/2004	60	OPEN		1	0	0	OPEN	24.00		X
09/14/2004	60	OPEN		1	0	0	OPEN	24.00		X

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Table PSP contains data on the employee's personal work schedule for each day. In the Active field, an "X" will be displayed for each day the system shows the employee active.



## Time Evaluation Results Display – PT66

LEP List Edit Goto System Help

SAP

**Display Time Evaluation Results (Cluster B2)**

Person 00000111 Sharon Bolton  
Period 09 2004 ClType 1

Table	Name	No. of lines
Basic data and work schedule		
WPBP	Basic data	
PSP	Personal work schedule	
Balances, wage types and quota transactions		
ZES	Time balances for each day	404
SALDO	Cumulated time balances	55
ZK0	Time quotas	9
ZL	Time wage types	10
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	1
KNTAG	Work bridging two calendar days	Single field
Automatic accrual of absence quotas		
QTACC	Absence quota generation	1
QTBASE	Base entitl.	1

**7. Double-click the ZK0 table**

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## Time Evaluation Results Display – PT66

**8. Click back arrow or press F3**

Person 00000111 Sh  
Period 09 2004 CType 1  
Table ZK0 Time quotas

Relative day	QTyp	Infty	Subt	OID	SeqNo	Validity period	Number
01	09/01/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
02	09/02/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
03	09/03/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
06	09/06/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
07	09/07/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
08	09/08/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
09	09/09/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
10	09/10/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000
13	09/13/2004	A	2006	05	000	09/01/2003 - 12/31/9999	0.00000

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All quota transactions of the period are stored in this table.



## Time Evaluation Results Display – PT66

List Edit Goto System Help

SAP

Display Time Evaluation Results (Cluster B2)

Person 00000111 Sharon Bolton  
Period 09 2004 C1Type 1

Table	Name	No. of lines
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	15
Balances, wage types and quota transactions		
ZES	Time balances for each day	404
SALDO	Cumulated time balances	55
ZKO	Time quotas	9
ZL	Time wage types	10
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	1
KNTAG	Work bridging two calendar days	Single field
Automatic accrual of absence quotas		
QTACC	Absence quota generation	1
QTBASE	Base entitl.	1

9. Double-click the ZL table

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## Time Evaluation Results Display – PT66

Display Time Evaluation Results (PT66)

Person: 00000111  
Period: 09 2004  
Table: ZL  
C1Type: 1  
Time wage types

Date	Time	At	C1	Fr	WType	ITy	Number
09/02/2004	08:00 - 12:00	00	0000	00	1200 Regular working time	P	4.00
09/02/2004	12:30 - 16:30	00	0000	00	1200 Regular working time	P	4.00
09/03/2004	08:00 - 12:00	00	0000	00	1200 Regular working time	P	4.00
09/03/2004	12:30 - 16:30	00	0000	00	1200 Regular working time	P	4.00
09/07/2004	08:00 - 12:00	00	0000	00	1200 Regular working time	P	4.00
09/07/2004	12:30 - 16:30	00	0000	00	1200 Regular working time	P	4.00
09/08/2004	08:00 - 12:00	00	0000	00	1200 Regular working time	P	4.00
09/08/2004	12:30 - 16:30	00	0000	00	1200 Regular working time	P	4.00
09/09/2004	08:00 - 12:00	00	0000	00	1200 Regular working time	P	4.00
09/09/2004	12:30 - 16:30	00	0000	00	1200 Regular working time	P	4.00

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Table ZL represents the interface between time evaluation and payroll. You can view the regular working time hours resulting from time evaluation.



## Time Evaluation Results Display – PT66

SAP

Display Time Evaluation Results (Cluster B2)

Person 00000111 Sharon Bolton  
Period 09 2004 C1Type 1

Table	Name	No. of lines
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	15
Balances, wage types and quota transactions		
ZES	Time balances for each day	0
SALDO	Cumulated time balances	0
ZK0	Time quotas	0
ZL	Time wage types	0
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	1
KNTAG	Work bridging two calendar days	Single field
Automatic accrual of absence quotas		
QTACC	Absence quota generation	1
QTBASE	Base entitl.	1

11. Double-click the FEHLER table

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## Time Evaluation Results Display – PT66

Date	Ty	Message	MT	UText	Proc.status
09/11/2004	1	ZF EE Total Pay Cycle Hrs < Plan Hrs	I	72.0000	

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This table will display time evaluation messages that generated on the employee during the period. For a description of messages, view QRC Time evaluation glossary. If there are any messages that stopped the evaluation process, you will have to have those corrected and the process rerun for the affected employee(s).



## Time Evaluation Results Display – PT66

Person 00000111 Sharon Bolton  
Period 09 2004 C1Type 1

Table	Name	No. of lines
QTBASE	Base entitl.	1
QTTRANS	Transfer pool	0
URLAN	Leave accrual	0
Time pairs and time tickets		
PT	Time pairs	0
WST	Time tickets, other documents	0
CWST	Cumulated time tickets	0
AT	Link pairs/time tickets	0
Time data		
AB	Absences	2
ANWES	Attendances	10
VERT	Substitutions	0
RUF8	On-call duty	0
MEHR	Overtime	0
ABWKONTI	Absence quotas	5
ANWKONTI	Attendance quotas	0
SK0	Time transfer specs	0

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Scroll down through the report until you see the Absences table.



## Time Evaluation Results Display – PT66

The screenshot shows the SAP 'Display Time Evaluation Results (Cluster B2)' window. A callout box with an arrow pointing to the back arrow icon in the toolbar contains the text: '14. Click back arrow or press F3'. The window displays the following data:

Person: 00000111, St  
Period: 09 2004, City type  
Table: AB, Absences

No	Absence type	Validity period	Time	PDInd.
01	ANNL Annual Leave	09/01/2004 - 09/01/2004	00:00 - 08:00	
02	HLDY Holiday Leave	09/06/2004 - 09/06/2004	00:00 - 08:00	

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This table will display any absences evaluated for the period.



## Time Evaluation Results Display – PT66

SAP

List Edit Goto System Help

Display Time Evaluation Results (Cluster B2)

Person 00000111 Sharon Bolton  
Period 09 2004 C1Type 1

Table	Name	No. of lines
QTBASE	Base entitl.	1
QTTRANS	Transfer pool	0
URLAN	Leave accrual	0
Time pairs and time tickets		
PT	Time pairs	
WST	Time tickets, other documents	
CWST	Cumulated time tickets	
AT	Link pairs/time tickets	
Time data		
AB	Absences	2
ANWES	Attendances	10
VERT	Substitutions	0
RUF8	On-call duty	0
MEHR	Overtime	0
ABWKONTI	Absence quotas	5
ANWKONTI	Attendance quotas	0
SKO	Time transfer specs	0

15. Double-click the ANWES table

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## Time Evaluation Results Display – PT66

Display Time Evaluation Results (Cluster B2)

Person 00000111  
Period 09 2004  
Table ANWES

**16. Click back arrow or press F3**

Validity period	Time	Attendance type	PDInd
09/02/2004 - 09/02/2004	08:00 - 12:00	ATTN Attendance Hours Worked	
09/02/2004 - 09/02/2004	12:30 - 16:30	ATTN Attendance Hours Worked	
09/03/2004 - 09/03/2004	08:00 - 12:00	ATTN Attendance Hours Worked	
09/03/2004 - 09/03/2004	12:30 - 16:30	ATTN Attendance Hours Worked	
09/07/2004 - 09/07/2004	08:00 - 12:00	ATTN Attendance Hours Worked	
09/07/2004 - 09/07/2004	12:30 - 16:30	ATTN Attendance Hours Worked	
09/08/2004 - 09/08/2004	08:00 - 12:00	ATTN Attendance Hours Worked	
09/08/2004 - 09/08/2004	12:30 - 16:30	ATTN Attendance Hours Worked	
09/09/2004 - 09/09/2004	08:00 - 12:00	ATTN Attendance Hours Worked	
09/09/2004 - 09/09/2004	12:30 - 16:30	ATTN Attendance Hours Worked	

Table ANWES contains all attendances which have been entered, approved, transferred and evaluated for the period.



# Demonstration

## TIME EVALUATION MESSAGES DISPLAY REPORT (PT\_ERL00)



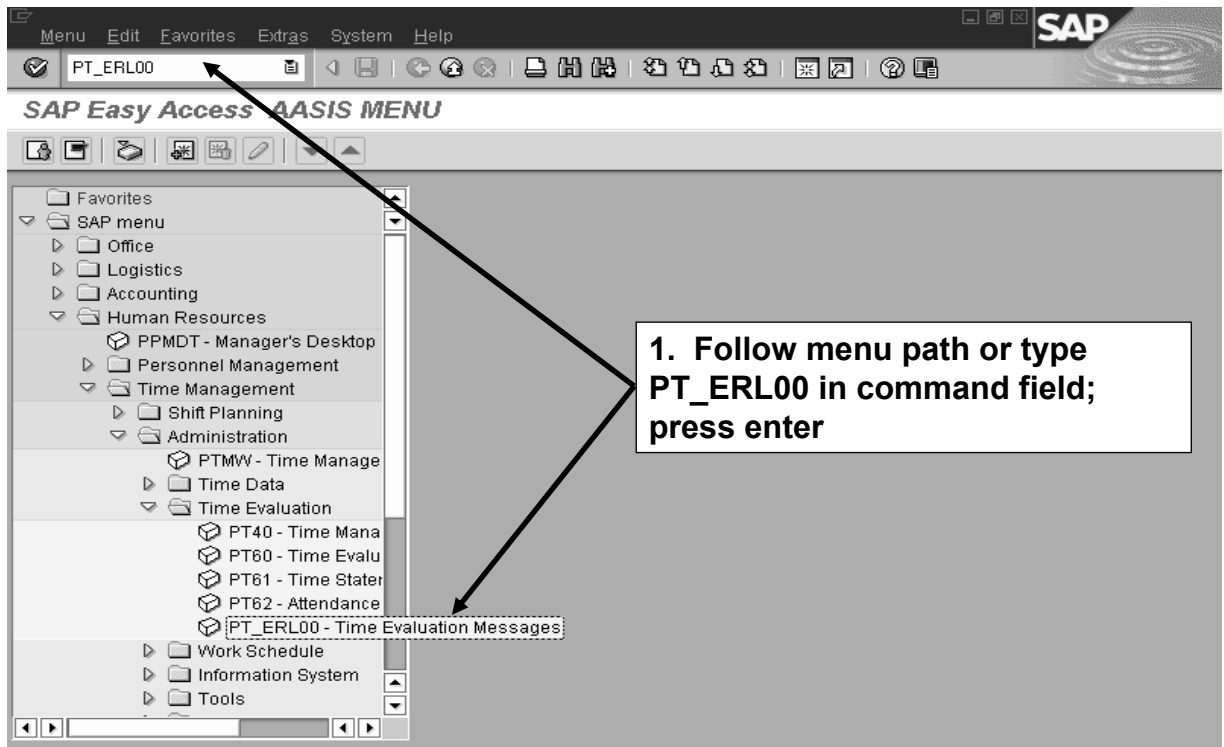
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The Time Evaluation Messages Display Report can be used to generate one report for all messages for an individual or for groups of employees. This report can also be used to identify all employees with a specific message. The time roles that have access to this report are Agency/State Central Time Management, Time Management Specialist and Agency Time Management Supervision.



# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00



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The menu path is Human Resources > Time Management > Administration > Time Evaluation > Time Evaluation Messages.



# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/04 To 09/11/04

Person selection period

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost centre

Employee group/subgroup

Error attributes

Category of Message Type to

You can view time evaluation messages for any specified time frame. It is recommended to use the 'Other period' field and enter the From and To dates for the time evaluation messages.





# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

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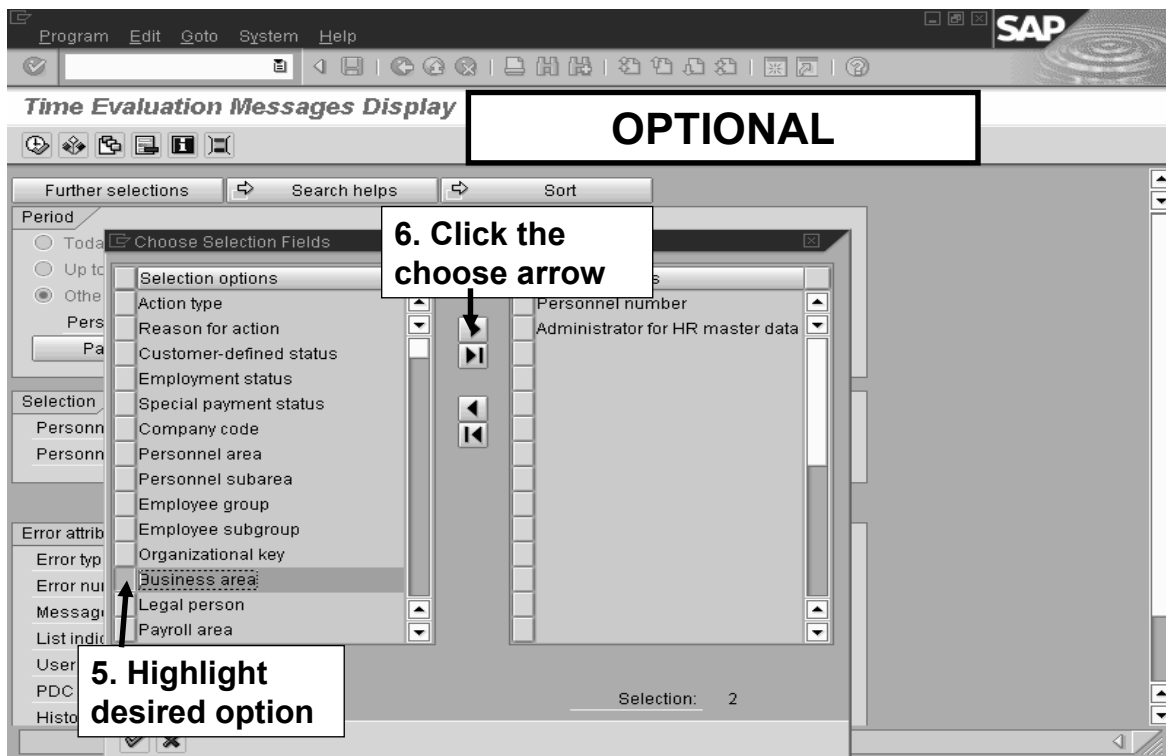
2-65

By entering “3” in the employment status field, only active employees within your date range will be displayed.

If you choose to run the report by a different selection criteria than listed, proceed with step 4. If not, skip to step 8.



# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

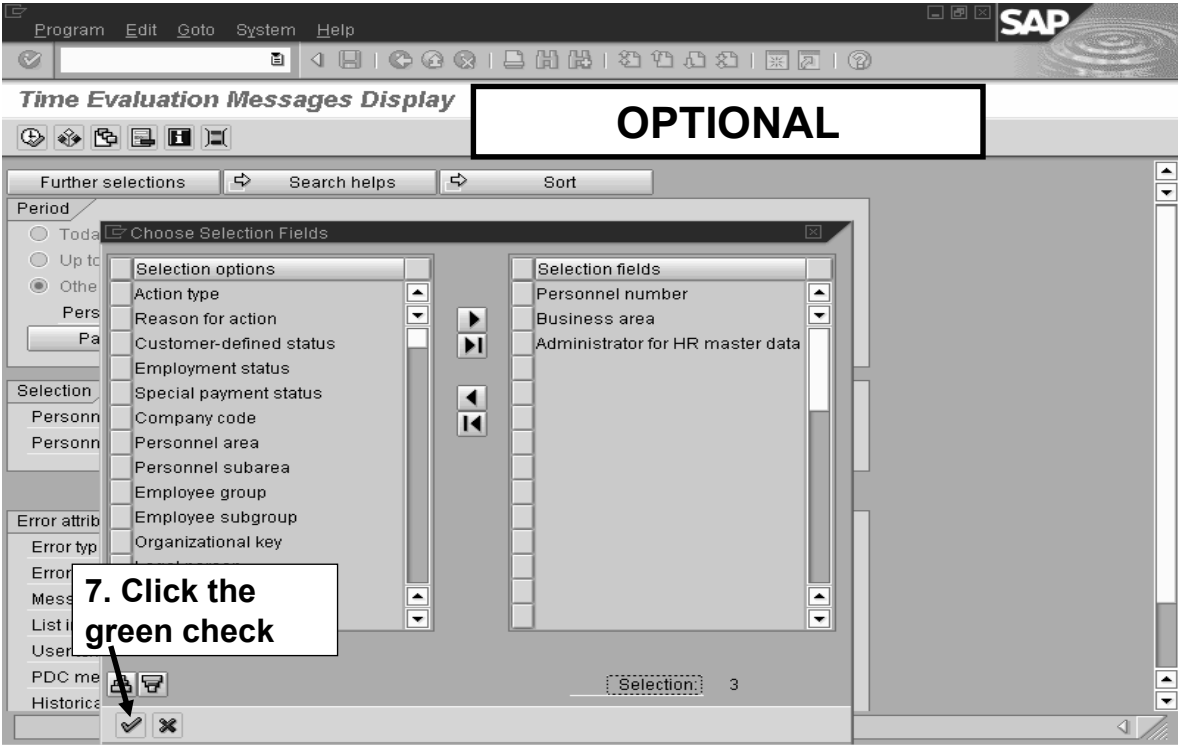


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# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00



AASIS Support Center, Diane Hill  
09/16/04, Revised to V3



# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

Program Edit Goto System Help

SAP

**Time Evaluation Messages Display**

Further selections Search helps Sort order

**Period**

☐ Today ☐ Current month ☐ Current year  
☐ Up to today ☐ From today  
☒ Other period

Data Selection Period 08/29/2004 To 09/11/2004  
Person selection period To  
Payroll period

**Selection**

Personnel number		
Employment status	3	
Company Code		
Business area	0610	
Payroll area		
Pers.area/subarea/cost cente		
Employee group/subgroup		

8. Enter desired criteria

**Error attributes**

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# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

**Time Evaluation Messages Display**

10. Click to execute

Business area 0010

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type 1 to

Number of Message Type to

Message type E to

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

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**Time Evaluation Messages Display**

10. Click to execute

Business area 0610

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type

Number of Message Type

Message type

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

9. Leave blank

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In the 'Category of Message Type' field you may enter **1** and in the 'Message Type' field you may enter an **E** to display all hard errors which stops an employee from successfully processing through time evaluation.

If you leave these fields blank, all time evaluation messages for the time frame specified will be displayed.



# TIME EVALUATION MESSAGES DISPLAY REPORT – PT\_ERL00

MessTy	Message long text	PersNo	Empl./appl.name	CD	Logical date
ZN	Not enough FMLA quota to deduct	5	Wanda Young	MO	08/30/2004
ZW	ATT/ABS not HLDYWKHL on PH	111	Sharon Bolton	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	111	Sharon Bolton	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	112	Lillie Allman	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	112	Lillie Allman	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	136	Angela Anderson	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	136	Angela Anderson	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	141	Franklin Battleton	MO	09/06/2004
ZW	ATT/ABS not HLDYWKHL on PH	141	Franklin Battleton	MO	09/06/2004

**DISPLAY PURPOSES ONLY**

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For an explanation of the Time Evaluation messages, view QRC 1. **Note: If a red message is generated, you will have to correct this before OPM runs a live payroll or the employee will not get paid.**



# Demonstration

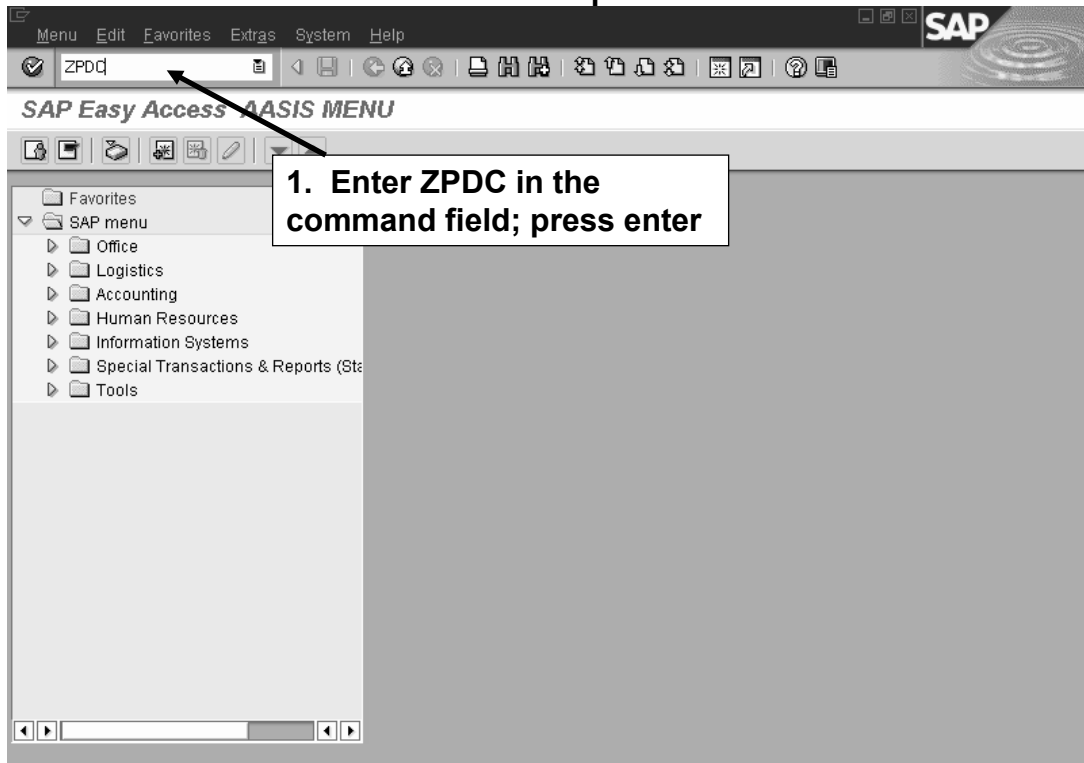
## PDC ERROR REPORT (ZPDC)



The PDC Error Report provides a list of system technical errors that occur in time evaluation. These are hard errors which must be corrected before the employee can successfully process through time evaluation and be paid. These errors are in addition to time evaluation error messages displayed in the B2 cluster when time evaluation is run.



## PDC Error Report - ZPDC



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The roles that have authorization to run this report are Agency/State Central Time Management and Agency Payroll Systems Management.





## PDC Error Report - ZPDC

The screenshot shows the SAP PDC ERROR report interface. At the top is the SAP menu bar with options: Program, Edit, Goto, System, Help. Below the menu bar is a toolbar with various icons. The main title is "PDC ERRORS". Below this are three buttons: "Further selections", "Search helps", and "Sort order". The "Period" section has four radio buttons: "Today", "Up to today", "Other period" (selected), "Current month", and "From today". Below these are two date fields: "Data Selection Period" with the value "08/29/2004" and "To" with the value "09/13/2004". Below these are two more date fields: "Person selection period" and "Payroll period". The "Selection" section has a list of fields: "Personnel number", "Employment status", "Company Code", "Payroll area", "Pers. area/subarea/cost centre", and "Employee group/subgroup". To the right of these fields is a vertical stack of six buttons, each with a right arrow. An annotation box "2. Enter desired dates" has arrows pointing to the "Data Selection Period" and "To" fields. Another annotation box "3. Enter 3 for active employees" has an arrow pointing to the "Employment status" field, which contains the value "3".

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2-73

You must enter the start date of the payroll period in the first box of the Other period field and the end of the payroll period in the second box of the Other period field.



## PDC Error Report - ZPDC

**4. Click Further selections**

Program Edit Goto System Help

**PDC ERRORS**

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004

Person selection period To

Payroll period

Selection

Personnel number

Employment status 3

Company Code

Payroll area

Pers.area/subarea/cost cente

Employee group/subgroup

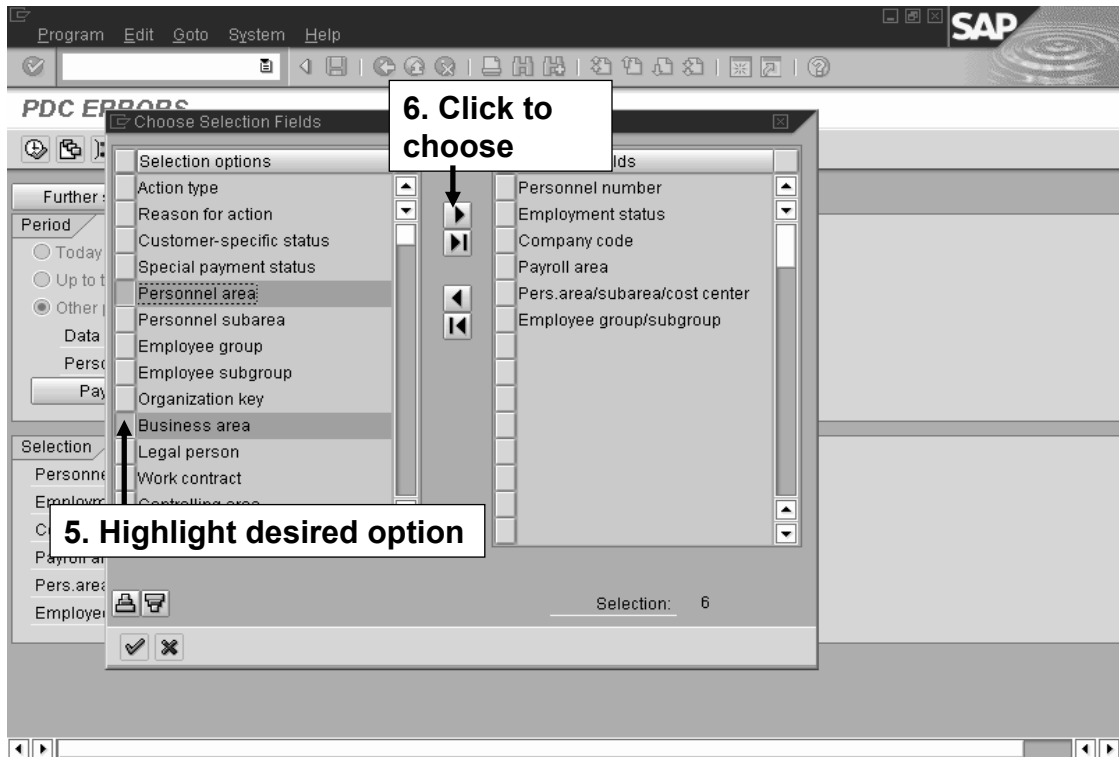
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2-74

To run the report by selections options that are not listed, you can click on further selections.



## PDC Error Report - ZPDC

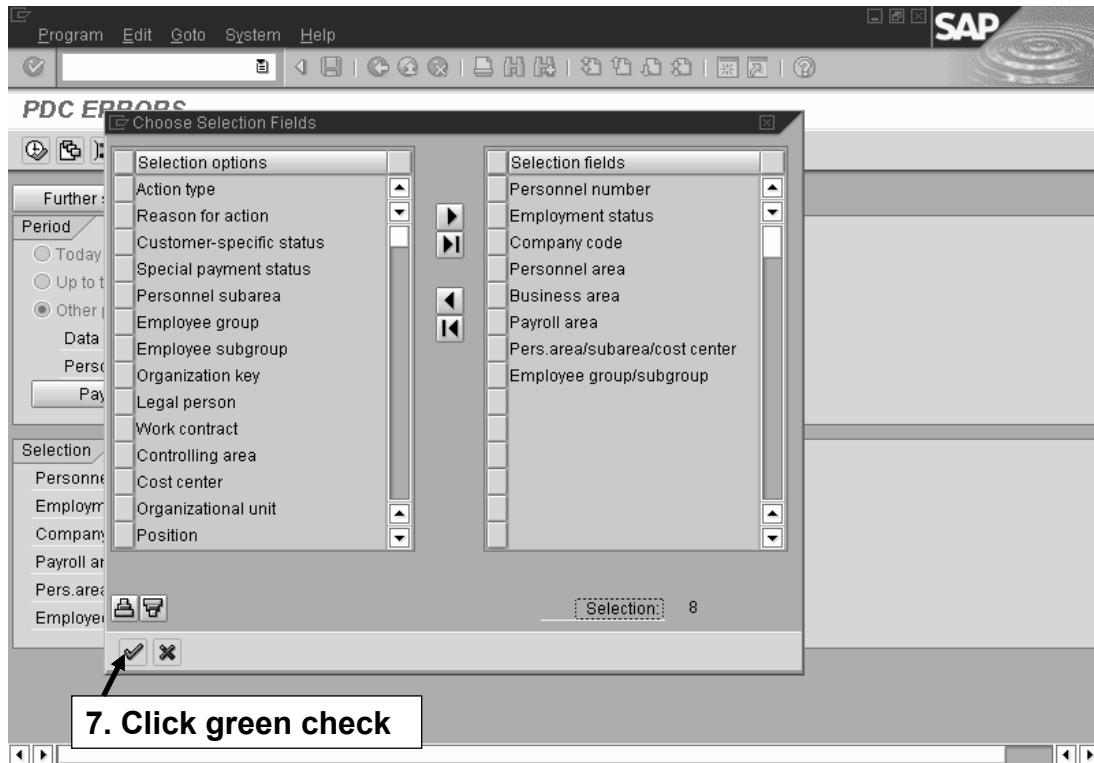


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## PDC Error Report - ZPDC



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## PDC Error Report - ZPDC

**9. Click to execute**

**8. Enter criteria**

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2-77



## PDC Error Report - ZPDC

The screenshot shows the SAP PDC Error Report (ZPDC) interface. The title bar includes 'List', 'Edit', 'Goto', 'System', and 'Help' menus, along with a search bar and various icons. The main content area displays the following information:

**PDC ERRORS**

PROGRAM: ZHR\_PDC\_ERRORS  
TIME: 16:20:47 CLIENT ETR 513

EMPLOYEES WITH PDC FLAG = YES  
08/29/2004 - 09/13/2004

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

BUSINESS AREA 0610 DEPT OF FINANCE AND ADMIN

00000022 HAYES GLENDA  
00000041 WRIGHT VALERIAN

The report is displayed in a table format with a vertical scrollbar on the right side. The bottom of the screen shows a status bar with navigation arrows.

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2-78

If there are employee(s) listed on this report, you must rerun Time Evaluation (PT60) with the display log on to view the error messages. After analyzing and correcting errors, rerun affected employee(s) through your payroll processes.



# Demonstration

## PAYROLL STATUS LOCK INDICATOR REPORT (ZLOCK)



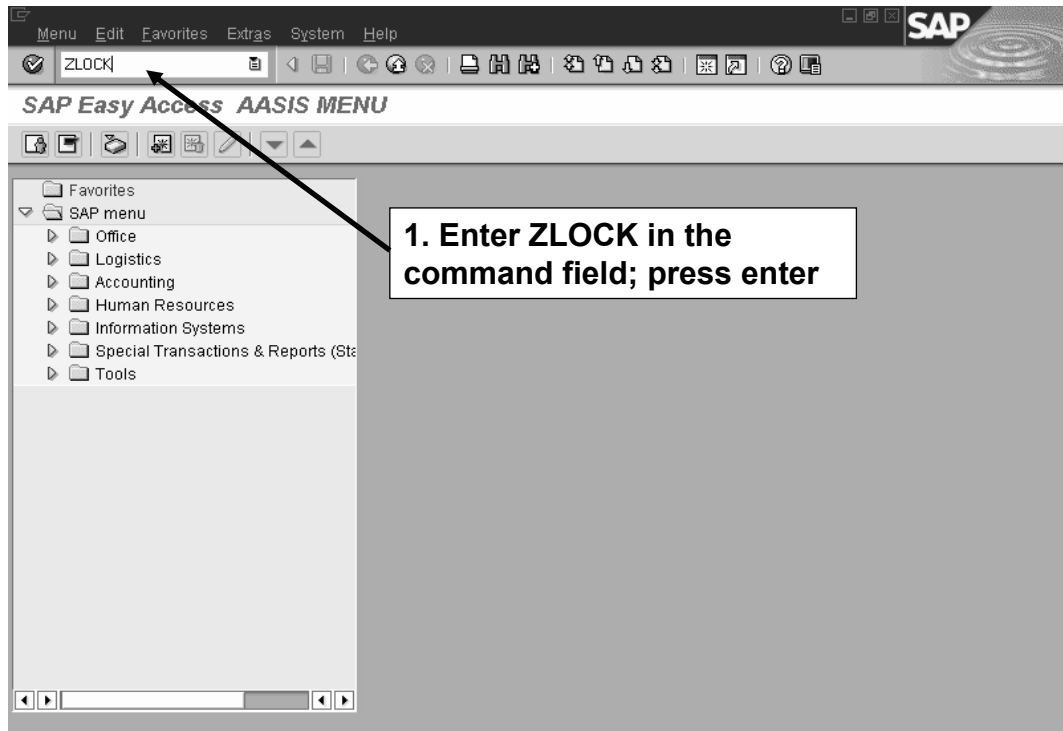
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09/16/04 Revised to V3

2-79

Personnel numbers which are locked will not process through payroll. This report will identify all personnel numbers that are locked. If any personnel numbers generate from this report, you must call OPM Payroll Systems immediately for assistance or the employee **WILL NOT** be paid. The roles that can access this report are Agency/State Central Time Management, Time Management Specialist, and Agency Payroll Systems Management.



# Payroll Status Lock Indicator Report - ZLOCK



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# Payroll Status Lock Indicator Report - ZLOCK

Program Edit Goto System Help

Payroll Status Lock Indicator

Further selections Search helps

2. Click the Get variant icon

3. Type PERNR LOCK in the variant field

4. Delete your name in the 'Created by' field

Find Variant

Variant	PERNR LOCK
Environment	
Created by	DMHILL02
Changed by	
Original language	

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers.area/subarea/c

Employee group/subgroup

Program selections

Indicator: Personnel number to

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2-81



# Payroll Status Lock Indicator Report - ZLOCK

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2-82

You must choose the variant “PERNR LOCK” before entering your selection criteria.



## Payroll Status Lock Indicator Report - ZLOCK

Program Edit Goto System Help

**Payroll Status Lock Indicator**

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004

Person selection period 08/29/2004 To 09/13/2004

Payroll period

6. Enter payperiod begin and end dates

Selection

Personnel number Employment status Personnel area Personnel subarea Employee group Employee subgroup Business area

Program selections

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2-83

You must enter the start date of the payroll period in the first box of the Other period field and the end of the payroll period in the second box of the Other period field.

The Person selection period fields and the Data selection period fields must contain the same dates. If both of these field are not filled out, your report will not generate true data.



# Payroll Status Lock Indicator Report - ZLOCK


**9. Click to execute**

**7. Enter 3 for active employees**

**8. Enter criteria**

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2-84

You may choose to run your report by Personnel area, Business areas, etc. If you have more than one area, you wish to run the report by, you can choose the multiple selection button  at the end of the desired option and entered the single values.



# Payroll Status Lock Indicator Report - ZLOCK

Program Edit Goto System Help

**Payroll Status Lock Indicator**

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period 08/29/2004 To 09/13/2004

Person selection period 08/29/2004 To 09/13/2004

Payroll period

Selection

Personnel number

Employment status 3

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area 0610

Program selections

No data was selected

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2-85

Once the report is generated, if there are no locked employees, you will receive the message 'No data was selected'.



# Payroll Status Lock Indicator Report - ZLOCK

The screenshot shows the SAP Payroll Status Lock Indicator report. The title bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, the report title 'Payroll Status Lock Indicator' is displayed. The report shows a list of employees with columns for 'Pers.no.', 'BA', 'PA', 'PA Last name', 'First name', 'G', and 'T'. The data is filtered for 'Business area 0610'. The table lists three employees: 00000125 (Maurice), 00000146 (Cynthia), and 00000177 (Ebony). All three have an 'X' in the 'G' column, indicating they are locked. A large black box with the text 'DISPLAY PURPOSES ONLY' is overlaid on the table. The bottom of the report shows a 'Count Business area 0610' section.

Pers.no.	BA	PA	PA Last name	First name	G	T
Business area 0610						
00000125	0610	FA04	11 Orr	Maurice	X	
00000146	0610	FA04	11 Anderson	Cynthia	X	
00000177	0610	FA04	11 Foster	Ebony	X	

Count Business area 0610

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2-86

If there are any employees listed on this report that should not be locked, you must call OPM Payroll Systems for assistance. Remember any locked employee will not be paid.



# Demonstration

## IT 2001 LOCK RECORDS REPORT (Z001)



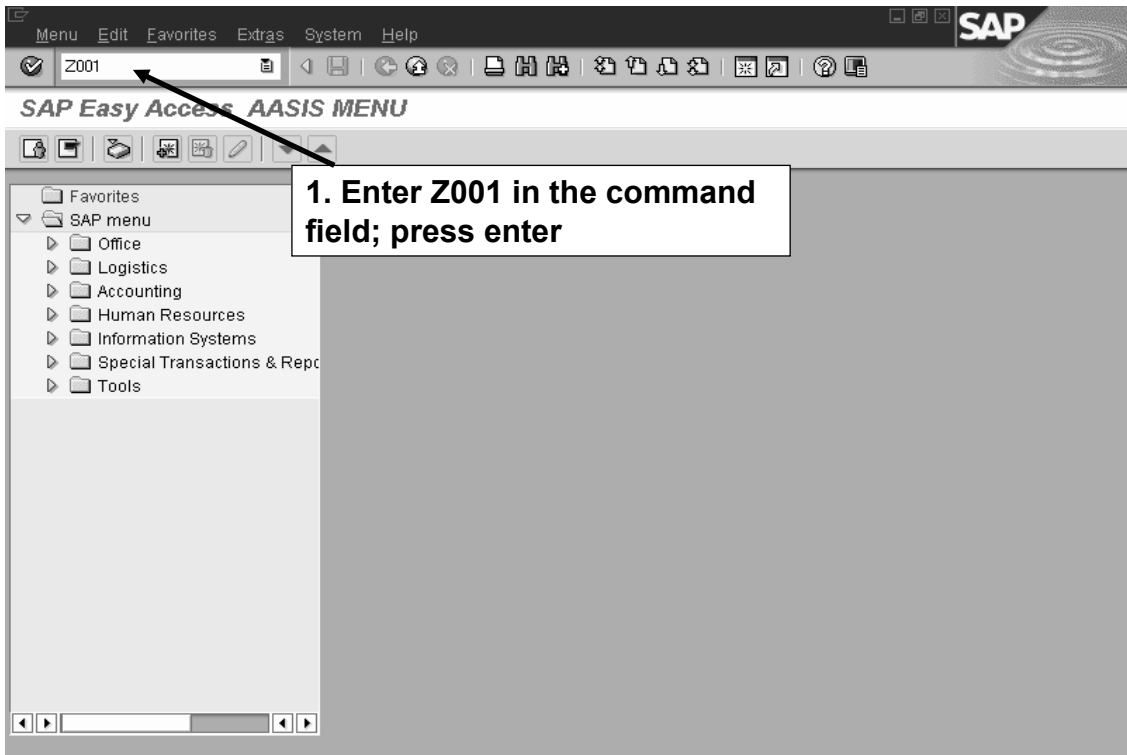
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2-87

This report will display any absences that the employee has in the system that are locked. You cannot go into a prior fiscal year to unlock records without prior authorization from OPM Payroll Systems. Any absences that are locked will not flow through payroll. The roles that can access this report are Agency/State Central Time Management and Agency Time Specialist.



## IT 2001 Locked Records Report – Z001



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## IT 2001 Locked Records Report – Z001

Program Edit Goto System Help

Locked IT 2001 Absences

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number

Lock indicator for HR master X

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

2. Enter Business area or Personnel number

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2-89

The end date will default to 12/31/9999 upon selecting this report. **PLEASE DO NOT CHANGE THIS DATE.**



## IT 2001 Locked Records Report – Z001

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09/16/04 Revised to V3

2-90

The Lock Indicator for HR Master field should contain an “X”. **DO NOT CHANGE.**



## IT 2001 Locked Records Report – Z001

Program Edit Goto System Help

**Locked IT 2001 Absences**

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number to

Lock indicator for HR master X to

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

No data was selected

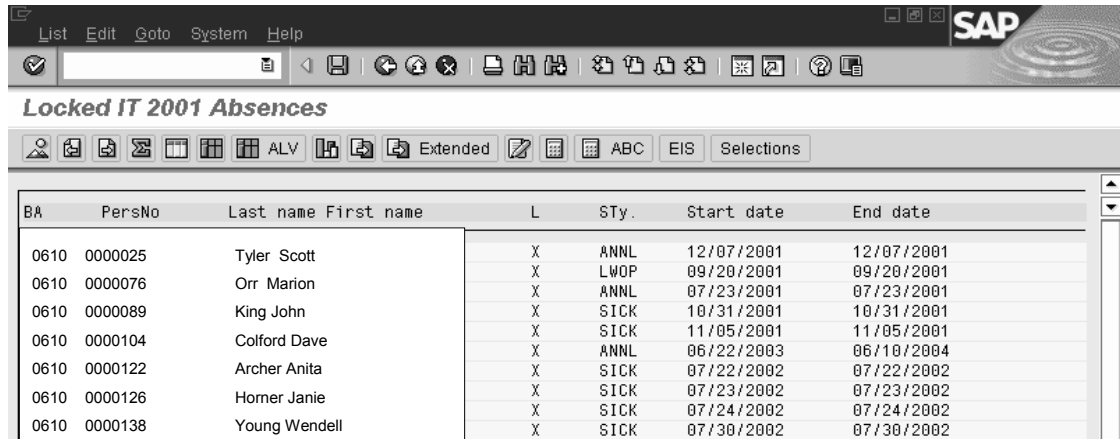
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2-91

You will receive the message 'No data was selected' if there are no absences that are locked.



## IT 2001 Locked Records Report – Z001



BA	PersNo	Last name	First name	L	STy.	Start date	End date
0610	0000025	Tyler	Scott	X	ANNL	12/07/2001	12/07/2001
0610	0000076	Orr	Marion	X	LWOP	09/20/2001	09/20/2001
0610	0000089	King	John	X	ANNL	07/23/2001	07/23/2001
0610	0000104	Colford	Dave	X	SICK	10/31/2001	10/31/2001
0610	0000104	Colford	Dave	X	SICK	11/05/2001	11/05/2001
0610	0000122	Archer	Anita	X	ANNL	06/22/2003	06/10/2004
0610	0000122	Archer	Anita	X	SICK	07/22/2002	07/22/2002
0610	0000126	Homer	Janie	X	SICK	07/23/2002	07/23/2002
0610	0000126	Homer	Janie	X	SICK	07/24/2002	07/24/2002
0610	0000138	Young	Wendell	X	SICK	07/30/2002	07/30/2002

**DISPLAY PURPOSES ONLY**

Any absences that are locked for the employee will be listed. **DO NOT** unlock any absences that are outside of the current fiscal year.



# Demonstration

## IT 2002 LOCK RECORDS REPORT (Z002)



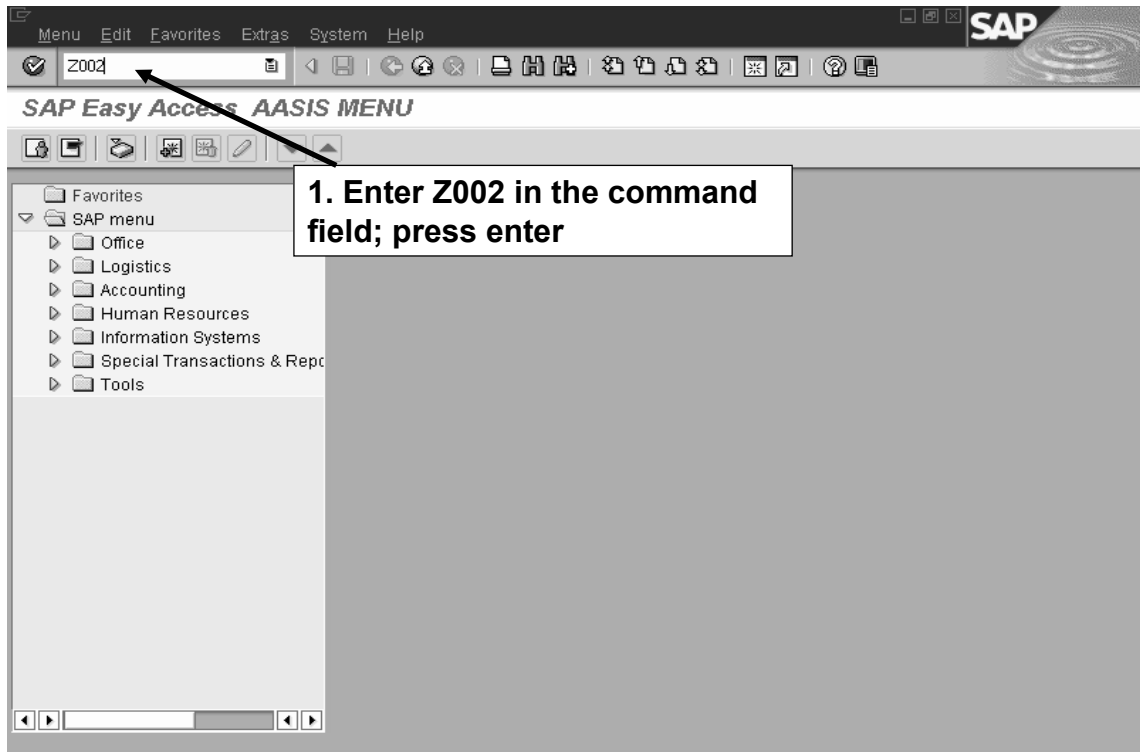
AASIS Support Center, Diane Hill  
09/16/04 Revised to V3

2-93

This report will display any attendances that the employee has in the system that are locked. You cannot go into a prior fiscal year to unlock records without prior authorization from OPM Payroll Systems. Any attendances that are locked will not flow through payroll. The roles that can access this report are Agency/State Central Time Management and Agency Time Specialist.



## IT 2002 Locked Records Report – Z002



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## IT 2002 Locked Records Report – Z002

Program selections

End Date 12/31/9999 to

Business area 0610 to

Personnel number

Lock indicator for HR master X

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

2. Enter Business area or Personnel number

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09/16/04 Revised to V3

2-95

The end date will default to 12/31/9999 upon selecting this report. **PLEASE DO NOT CHANGE THIS DATE.**



## IT 2002 Locked Records Report – Z002

Program selections

12/31/9999 to

0610 to

master X to

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

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2-96

The Lock Indicator for HR Master field should contain an "X". **DO NOT CHANGE.**





## IT 2002 Locked Records Report – Z002

**Program selections**

End Date	12/31/9999	to	
Business area	0610	to	
Personnel number		to	
Lock indicator for HR master	X	to	

**Further processing options**

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ Additional query functions

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

No data was selected

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2-97

You will receive the message 'No data was selected' if there are no attendances that are locked.



## IT 2002 Locked Records Report – Z002

**Locked IT 2002 Attendances**

PersNo	BA	Last name First name	L	STy.	Start date	End date
0000025	0610	Tyler Scott	X	ATTN	07/22/2002	07/22/2002
0000076	0610	Orr Marion	X	ATTN	07/23/2002	07/23/2002
0000089	0610	King John	X	ATTN	07/24/2002	07/24/2002
0000104	0610	Colford Dave	X	ATTN	07/25/2002	07/25/2002
0000122	0610	Archer Anita	X	ATTN	07/26/2002	07/26/2002
0000126	0610	Archer Anita	X	ATTN	07/29/2002	07/29/2002
0000126	0610	Archer Anita	X	ATTN	07/30/2002	07/30/2002
0000126	0610	Archer Anita	X	ATTN	07/31/2002	07/31/2002
0000126	0610	Archer Anita	X	ATTN	08/01/2002	08/01/2002
0000138	0610	Young Wendell	X	ATTN	08/01/2002	08/01/2002
0000138	0610	Young Wendell	X	ATTN	08/02/2002	08/02/2002

**DISPLAY PURPOSES ONLY**

Any attendances that are locked for the employee will be listed. **DO NOT** unlock any attendances that are outside of the current fiscal year.

# Demonstration

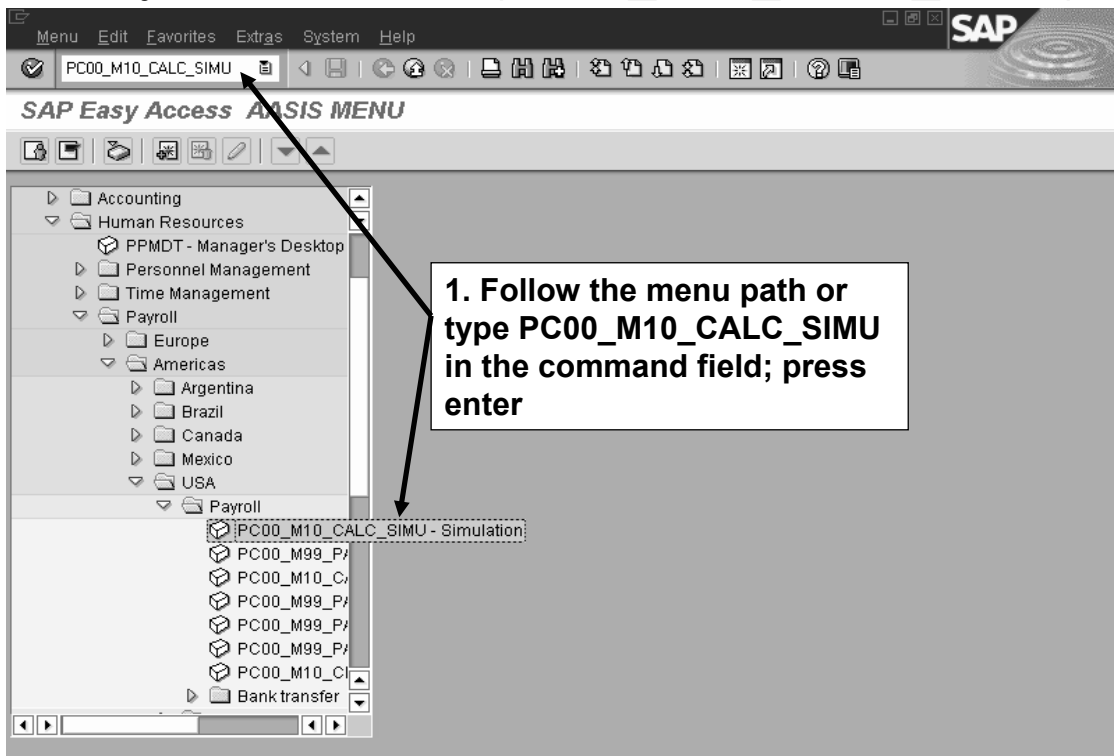
## PAYROLL SIMULATION (PC00\_M10\_CALC\_SIMU)



The Payroll simulation will allow the Agency to view the simulated payroll results for their employees to ensure totals are correct before OPM runs a live payroll. **THIS PROCESS SHOULD NEVER BE ELIMINATED.** If you encounter errors during simulation, you should analyze and correct **ALL** errors for the rejected personnel numbers. When the errors are corrected, simulate the payroll run again for the affected employee(s). The role that has authorization to run this transaction is Agency Payroll Systems Management.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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2-100

The menu path is Human Resource > Payroll > Americas > USA > Payroll > Simulation.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11

Current period

Other period

Selection

Personnel number

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll

Off-cycle payroll

Schema U000

Forced retro.accounting as of

Test run (no update)

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2-101

Arkansas uses only two payroll areas which are Bi-Weekly (11) and Semi-Monthly (12).



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)

**3. Click other period**

**4. Enter payroll run and year; press enter**

**Payroll Driver (USA)**

**Payroll period**

Payroll area: 11

Current period

Other period: 19 2004

**Selection**

Personnel number: [ ]

Personnel area: [ ]

Business area: [ ]

Payroll area: [ ]

Cost center: [ ]

**General program control**

Reason for payroll: [ ]

Off-cycle payroll: [ ]

Schema: U000

Forced retro.accounting as of: [ ]

☒ Test run (no update)

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2-102

When you are simulating a payroll for Other Period, you must specify the number of the payroll run and the year. Current period should only be chosen when you are correcting payroll errors on the evening of the payroll cutoff.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

**Payroll Driver (USA)**

Selections from Search help

**Payroll period**

Payroll area 11 08/29/2004 To 09/11/2004

☐ Current period

☒ Other period 19 2004

**Selection**

Personnel number

Personnel area FA01

Business area

Payroll area

Cost center

**General program control**

Reason for payroll

Off-cycle payroll


Schema U000

Forced retro.accounting as of

☒ Test run (no update)

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2-103

You may choose to run your report by Personnel number, Personnel area, Business area, etc. If you wish to run the report by more than one area, you can choose the multiple selection button  at the end of the desired option and enter single values or ranges.



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)

The screenshot displays the SAP Payroll Driver (USA) simulation interface. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar shows 'Payroll Driver (USA)'. The main window is divided into several sections:

- Payroll period:** Includes fields for 'Payroll area' (11), 'Start date' (08/29/2004), 'End date' (09/11/2004), and radio buttons for 'Current period' and 'Other period' (selected).
- Selection:** Includes fields for 'Personnel number', 'Personnel area' (FA01), 'Business area', 'Payroll area' (11), and 'Cost center'. A callout box labeled '6. Enter Payroll area' points to the 'Payroll area' field.
- General program control:** Includes fields for 'Reason for payroll', 'Off-cycle payroll', 'Schema' (Z200), and 'Forced retro.accounting as of'. A callout box labeled '7. Enter Z200 in the Schema field' points to the 'Schema' field.
- Test run (no update):** A checkbox that is checked.

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2-104

Under the selection section, you must enter the appropriate payroll area again if not defaulted. This will prevent you from getting the message 'PAREA \*\* is ignored, incorrect period modifier' upon executing the simulation.

Always use the schema Z200 in the Schema field. This calculation schema defines the order and contents of a program run. The Schema consists of a list of instructions and references to subschemas and/or functions which are defined in more detail by parameters.

\*\* 03, 10, 12, 13, 14





## Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

**Payroll Driver (USA)**

Business area  
Payroll area 11  
Cost center

General program control  
Reason for payroll  
Off-cycle payroll

**8. Click to check Display Log (optional)**

Log  
☒ Display log  
☐ Display log for time management additionally  
Display variant for log

Remuneration statement parameters  
☐ Display variant Rem. stateme  
☒ No remuneration statement

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2-105

Scroll down and select the 'Display log' box if applicable. **Note: If you are running a simulation for a large group of employees, selecting the display log will result in a longer run time. Payroll error messages will show with or without 'Display Log' option checked.**



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)

**Payroll Driver (USA)**

Business area  
Payroll area: 11  
Cost center

General program control  
Reason for payroll  
Off-cycle payroll  
Schema: Z200  
Forced retro.accounting as of  
☒ Test run (no update)

9. Click to Display remuneration statement (optional)

Display variant for log

Remuneration statement parameters  
☒ Display variant Rem. stateme: APAY  
☐ No remuneration statement

10. Enter appropriate display variant (optional)

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2-106

Under the 'Remuneration statement parameters' section, you have a choice to display a remuneration statement or not to display a remuneration statement. No remuneration statement will be selected upon default. When selecting to display a remuneration statement, you must enter the appropriate display variant, **APAY** for employees with regular salaries or **ATIP** for employees who have tipped earnings results.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

**Payroll Driver (USA)**

Business area  
Payroll area 11  
Cost center

Reason for payroll  
Off-cycle payroll  
Schema Z200  
Forced retro.accounting as of  
☒ Test run (no update)

Log  
☒ Display log  
☐ Display log for time management additionally  
Display variant for log

Remuneration statement parameters  
☒ Display variant Rem. statement APAY  
☐ No remuneration statement

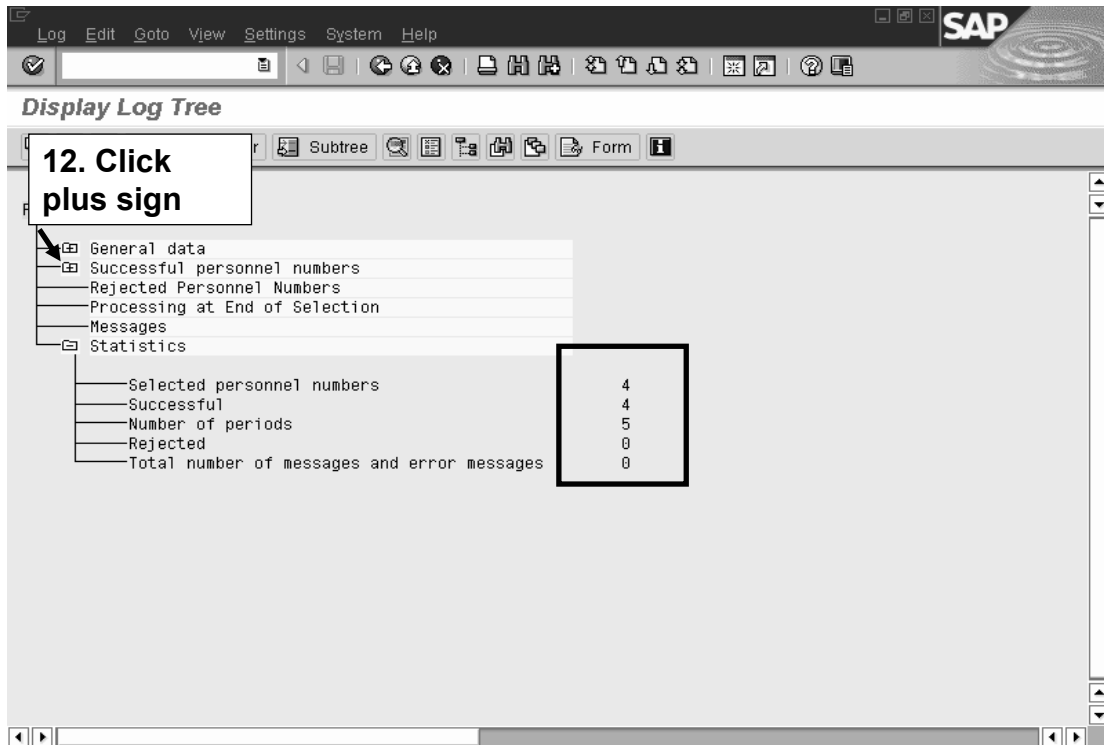
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2-107

If you did not select the display log on the initial screen but did choose APAY or ATIP remuneration variant display, after executing your simulation, skip to step 22.



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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2-108

The Display Tree will indicate the number of selected and successful personnel numbers. If there were any unsuccessful employees, you would have open messages indicating errors. Errors must be analyzed and corrected prior to OPM running a live payroll.

To view a more detailed log on employees, click the plus sign by successful personnel numbers.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

**13. Click the plus sign**

General data

Successful personnel numbers

- 00000111 Sharon Bolton
- 00000112 Lillie Allman
- 00000136 Angela Anderson
- 00000141 Franklin Battleton

Rejected Personnel Numbers

Processing at End of Selection

Messages

Statistics

- Selected personnel numbers 4
- Successful 4
- Number of periods 5
- Rejected 0
- Total number of messages and error messages 0

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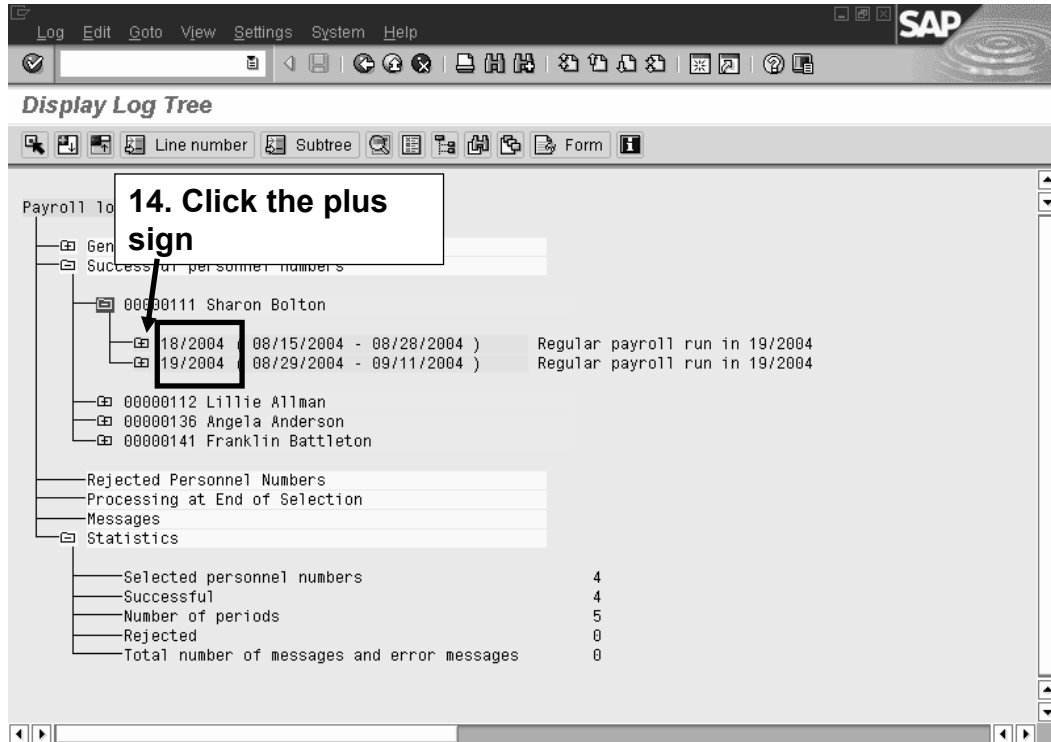
2-109

The employee's personnel number and name are listed under the Successful personnel numbers.

Clicking on the plus sign in front of the employee's personnel number will allow you to examine the payroll period.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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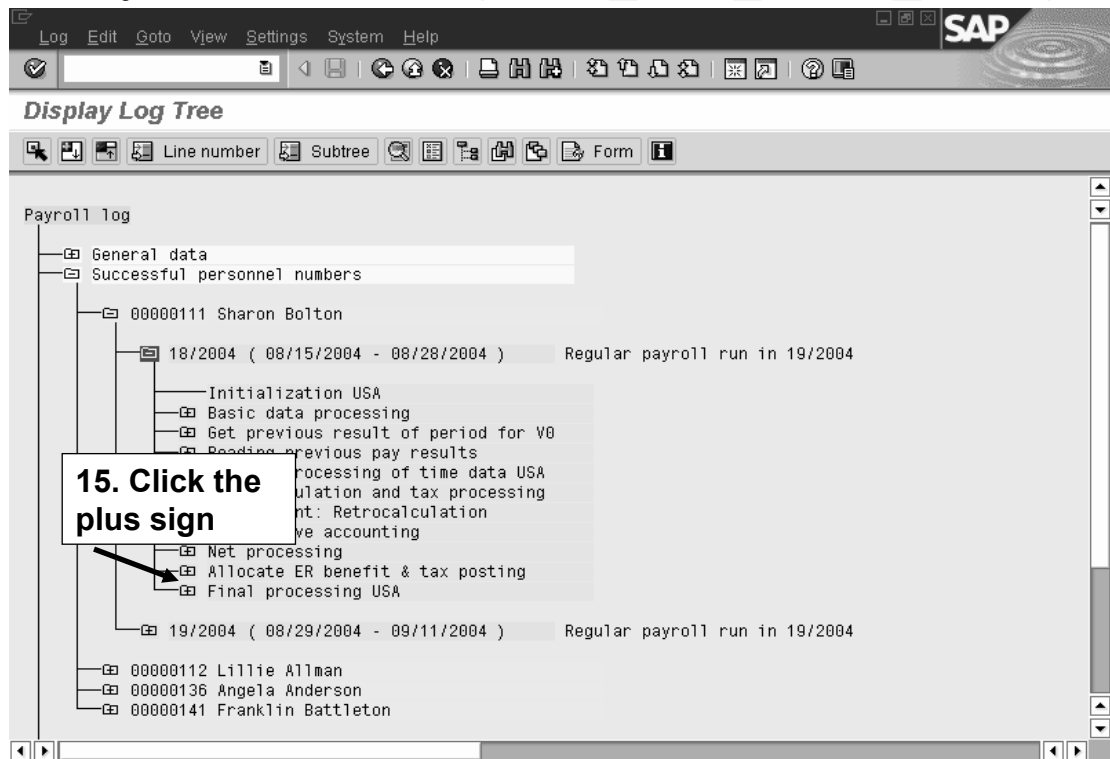
2-110

If multiple payroll periods are listed, a retro-calculation has occurred in the prior payroll period(s). You may open each period by clicking on the plus sign adjacent to each period.

To view the results table, you must complete steps 15 – 18.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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2-111

Click on the plus sign in front of 'Final processing USA' field.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

16. Click the plus sign

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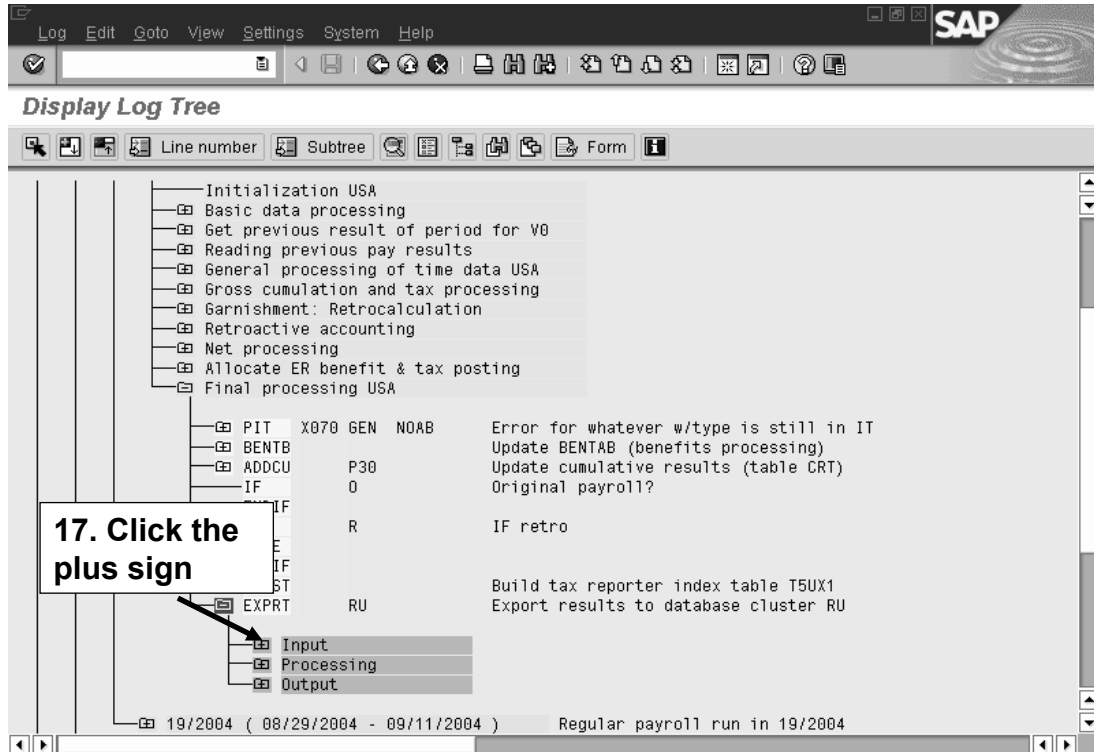
2-112

Click on the plus sign in front of 'Exprt RU' field.





# Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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2-113

Click on the plus sign in front of 'Input' field.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Log Edit Goto View Settings System Help

Display Log Tree

Line number Subtree Form

ENDIF  
UTRST  
EXPRT RU Build tax reporter index table T5UX1  
Export results to database cluster RU

Input

- WPBP
- RT
- GRT
- CRT
- BT
- ABC
- C0
- C1
- V0
- DFT
- VCP
- ALP
- LS
- STATUS
- NRCT
- DNRCT
- AVERAGE
- MODIF
- BENTAB
- COSTS

Processing

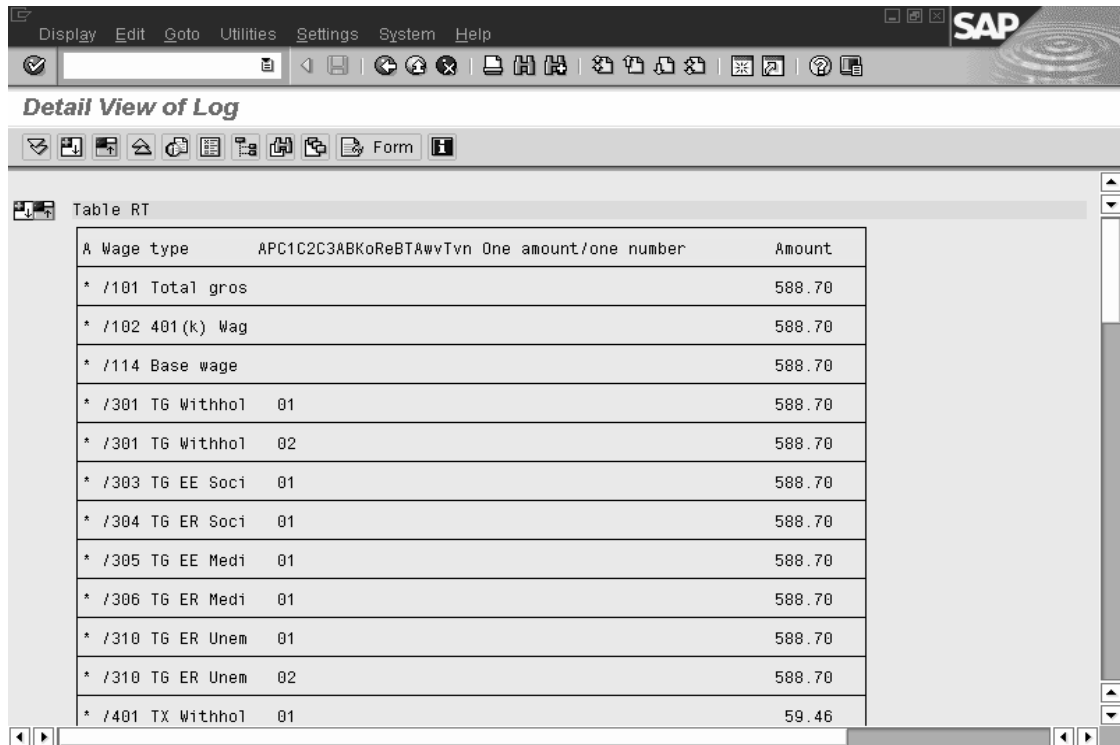
18. Double-click RT

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## Payroll Simulation (PC00\_M10\_CALC\_SIMU)



The screenshot shows the SAP Payroll Simulation (PC00\_M10\_CALC\_SIMU) interface. The title bar indicates the window is titled "SAP". The menu bar includes "Display", "Edit", "Goto", "Utilities", "Settings", "System", and "Help". The toolbar contains various icons for file operations and navigation. The main window displays the "Detail View of Log" for "Table RT". The table lists wage types and their amounts.

A Wage type	APC1C2C3ABKoReBTAwvTvn One amount/one number	Amount
* /101 Total gros		588.70
* /102 401(k) Wag		588.70
* /114 Base wage		588.70
* /301 T6 Withhol 01		588.70
* /301 T6 Withhol 02		588.70
* /303 T6 EE Soci 01		588.70
* /304 T6 ER Soci 01		588.70
* /305 T6 EE Medi 01		588.70
* /306 T6 ER Medi 01		588.70
* /310 T6 ER Unem 01		588.70
* /310 T6 ER Unem 02		588.70
* /401 TX Withhol 01		59.46

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The results table will allow you to view contents of the employee payroll results by Wage Type. This includes but not limited to Gross Earnings (wage type /101), Retirement reportable earnings (wage type /102), taxes, deductions, special payments, etc. The results of a simulated payroll run are not saved on the data base.

**To view the results table on other employees, select the green back arrow icon  and repeat steps 13 – 18.**



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)

**19. Click the Form icon**

Wage type	Amount
* /101 Total gros	588.70
* /102 401(k) Wag	588.70
* /114 Base wage	588.70
* /301 T6 Withhol 01	588.70
* /301 T6 Withhol 02	588.70
* /303 T6 EE Soci 01	588.70
* /304 T6 ER Soci 01	588.70
* /305 T6 EE Medi 01	588.70
* /306 T6 ER Medi 01	588.70
* /310 T6 ER Unem 01	588.70
* /310 T6 ER Unem 02	588.70
* /401 TX Withhol 01	59.46

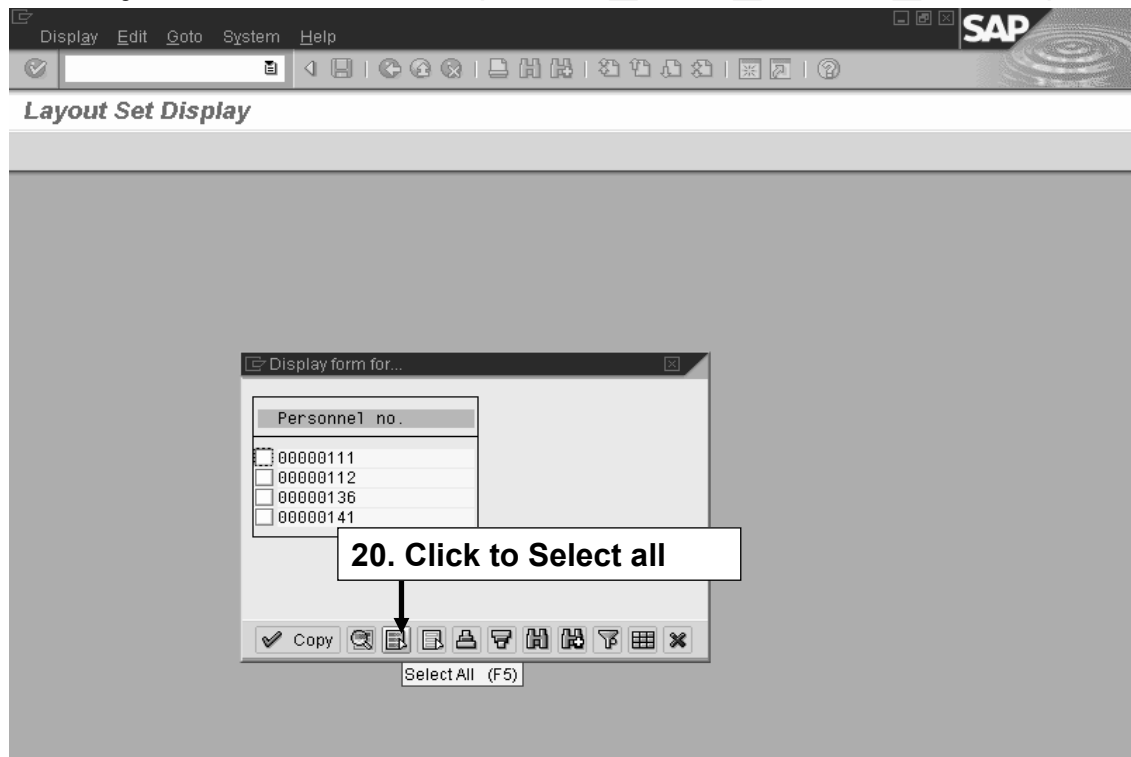
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When you select to display a remuneration statement variant, the Form icon will be on your application toolbar.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)



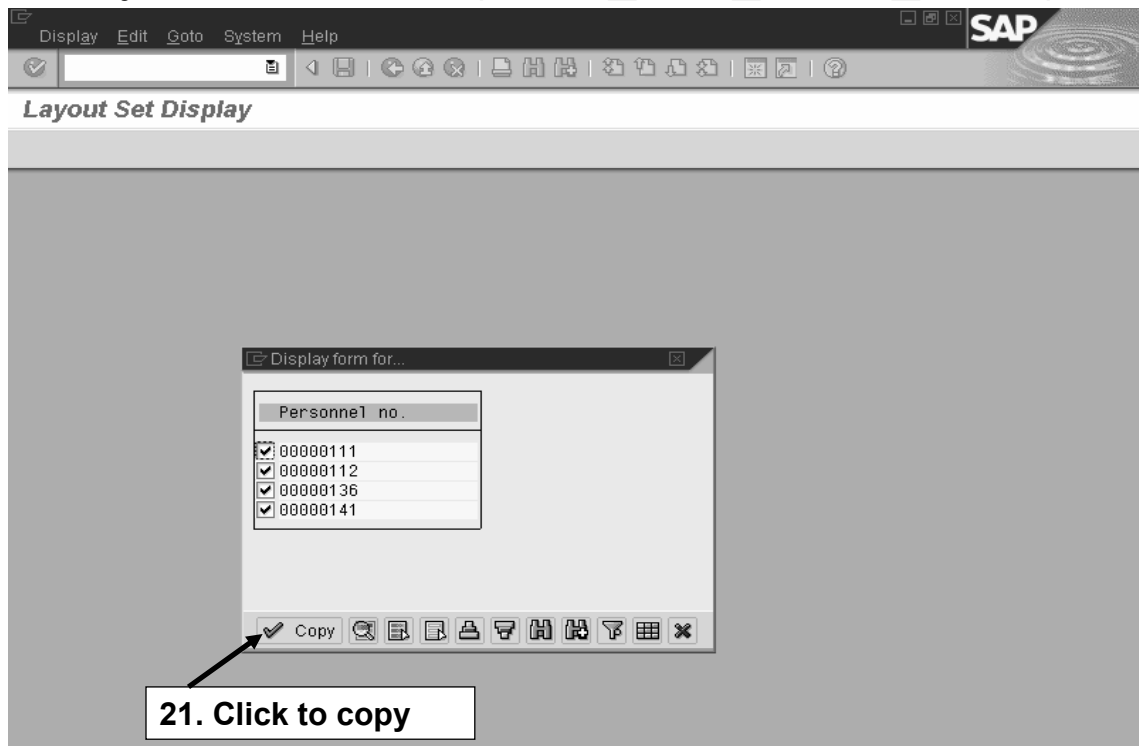
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When you process a simulation for your Personnel or Business area, you most likely will have more than one employee to display. You may view one employee at a time or select all and have each employee's remuneration statement displayed.



## Payroll Simulation (PC00\_M10\_CALC\_SIMU)



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Selecting all will place checkmarks in each personnel number box.



# Payroll Simulation (PC00\_M10\_CALC\_SIMU)

Display Edit Goto System Help

SAP

Layout Set Display

For questions, Please contact your  
Payroll Administrator Amber Justice  
at 501371-6037

Check # : <Not assigned>  
Check Date: 00/00/0000  
Pay Period: 08/29/2004 - 09/11/2004

Sharon Bolton SSN: 996-59-8570 Employee#: 111  
1509 Circle Street FED 01 00 00 0.00 Hrly Rate: \$ 7.3587  
Little Rock AR 72202 AR 01 00 00 0.00

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Regular working time	72.00	529.83	10,596.60	FED	
Holiday pay	8.00	58.87	470.96	TX Withholding Tax	588.70 11,
Vacation pay			117.74	TX EE Social Security	588.70 11,
Total Earnings - Cum.	80.00	588.70	11,185.30	TX EE Medicare Tax	588.70 11,
				State AR	
				TX Withholding Tax	588.70 11,

TAXES	CURRENT	YTD
FED		
TX Withholding Tax	59.46	1,129.74
TX EE Social Security	36.50	693.49
TX EE Medicare Tax	8.54	162.19
State AR		
TX Withholding Tax	15.53	295.07
Total Taxes - Cum	120.03	2,280.49

**22. Verify each remuneration statement for accuracy**

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Reminder: Never distribute simulated remuneration statements to your employees. All valid remuneration statements will have a check number assigned to them.

## Payroll



After all steps are successfully completed at the Agency level by 2:00 pm, OPM will run live payroll. Results from the live payroll will be posted to allow agencies to view the Payroll Results Tables (RT). AASIS will send a system message informing you when live payroll has run and when payroll has exited.

After payroll has run, if the following occur, contact OPM Payroll Systems for assistance if needed:

### 1) **Overpayments**

- Overpayments for active employees will be recovered through retro-calculation with exceptions during fiscal year end
- Overpayments for terminated employees (contact OPM Payroll Systems for procedures)

### 2) **Reissues**

- Lost or stolen warrants will be voided and reissued with new warrant numbers (Contact OPM Payroll Systems for procedures)



## Payroll



After all steps are successfully completed at the Agency level by 2:00 pm, OPM will run live payroll. Results from the live payroll will be posted to allow agencies to view the Payroll Results Tables (RT). AASIS will send a system message informing you when live payroll has run and when payroll has exited.

(continued)

### 3) Reversals

➤ Warrants issued for incorrect amounts, if appropriate, will be reversed and reissued with new warrant numbers (Contact OPM Payroll Systems for procedures)



# Demonstration

## PAYROLL SIMULATION (PC00\_M10\_CALC\_SIMU) Off-Cycle

You may need to request an Off-Cycle payroll run if an employee is due a payment in addition to their regular payroll payment, such as a correction for a specific payroll period, or if an employee is due a payment overlooked in the regular payroll cycle

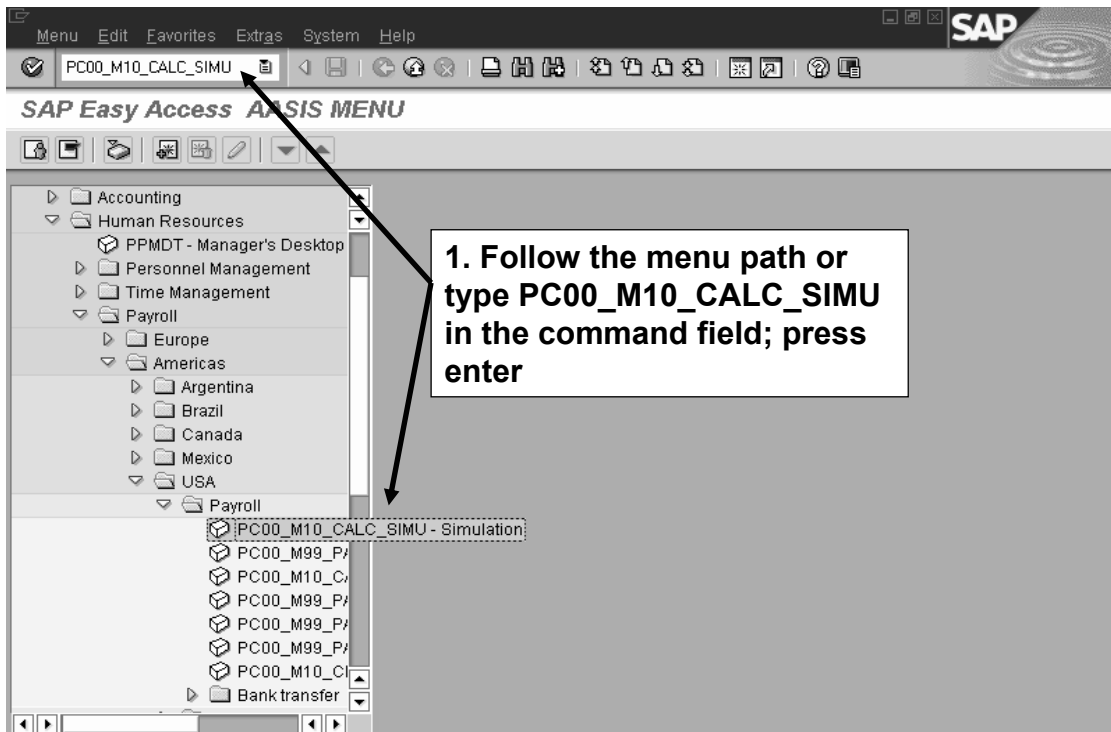
Off-cycle payrolls are carried out in addition to the regular payroll run and certain criteria must apply.

A spreadsheet to request the Off-Cycle payment run should be sent to OPM as soon as you discover the error for processing. OPM will routinely run Off-cycle payroll on the Tuesday and Thursday following a pay date (second week of a payperiod).

You must follow OPM State Payroll Systems policy concerning deadlines for submission for an Off-Cycle request and requirements for running an Off-Cycle.



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



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Errors in Employee's pay must be **more** than 16 hours short of the pay they were due for their regular payroll to qualify for an Off-Cycle payroll run.

If the error is not a Time correction or Master Data correction (that will create a retro-calc) and a specific dollar amount is known, it must be entered prior to simulating the Off-Cycle payroll. If the error requires a 'Payroll Results Adjustment' by OPM Payroll, this entry must be completed prior to Off-Cycle Payroll simulation to be calculated by the Off-Cycle process. Time Evaluation **does not** need to be completed for payments of specific dollar amounts in one of the above mentioned infotypes.



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

**2. Enter payroll area; press enter**

**Payroll Driver (USA)**

Program Edit Goto System Help

Payroll period

Payroll area 11

☒ Current period

☐ Other period

Selection

Personnel number

Personnel area

Business area

Payroll area

Cost center

General program control

Reason for payroll

Off-cycle payroll

Schema U000

Forced retro.accounting as of

☒ Test run (no update)

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Arkansas uses only two payroll areas which are Bi-Weekly (11) and Semi-Monthly (12).



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

**Payroll Driver (USA)**

**Note: Payroll period dates will default when you press enter**

Selections from Search helps

Payroll period

Payroll area 11 08/29/2004 To 09/11/2004

☒ Current period 19 2004

☐ Other period

Selection

Personnel number 11

Personnel area

Business area

Payroll area 11

Cost center

General program control

Reason for payroll

Off-cycle payroll


Schema U000

Forced retro.accounting as of

☒ Test run (no update)

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2-125

Enter the personnel number to simulate. If you have more than one, you may choose the enter single values by choosing the multiple selection icon  .



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

**Payroll Driver (USA)**

Program Edit Goto System Help

Payroll period

Payroll area 11 08

Current period 19 2004

Other period

Selection

Personnel number 111

Personnel area 11

Reason for payroll

Off-cycle payroll

Schema U000

Forced retro.accounting as of

Test run (no update)

Payroll Reasons (1) 24 Entries Found

Restrictions

Reason	Description off-cycle reason
0001	Bonus payment
0002	Additional payment
0004	Commission payment
0009	Distribution payment
Z998	Clear Claims created after 12/20/03
Z999	Clear Claims created Prior to 12/21/03
0010	Adjustment payment
0011	Correction-Deductions
0012	Correction-Time Entry
0013	Correction-Master Data
0019	Distribution payment adj. (Correction)
0070	Payroll results adjustment
0071	NAMC-Employee Payment
0072	NAMC-Other System Payment
0098	Distribution payment adjustment (NAMC)
0110	Year-End Adjustment
0900	Expatriate Adjustment
STCK	Stock Options
0080	Absence payment

24 Entries Found

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The reason codes used in the AASIS system are: 0011-  
Correction – Deduction or 0070 – Payroll Results  
Adjustment.



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

**6. Click the drop-down and choose appropriate payroll type**

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11 08/29/2004

Current period 19 2004

Other period

Selection

Personnel number 111

Personnel area 11

Reason for payroll 0011

Off-cycle payroll

Schema U000

Forced retro.accounting as of

Test run (no update)

Payroll type (1) 5 Entries Found

Payroll ty...	Short text
A	Bonus payment
B	Correction accounting
C	Manual check
S	Regular payroll run
S	Supplemental Payment

5 Entries Found

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Use Payroll Type 'A' if OPM Payroll Systems processes a claims clearing through Additional Off-cycle Payments (Infotype 0267). Use Payroll Type 'B' if you have a master data correction. Use Payroll Type 'C' if OPM Payroll Systems processes a Payroll Results Adjustment (Infotype 0221).



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

Payroll Driver (USA)

Selections from Search helps

Payroll period

Payroll area 11 08/29/2004 To 09/11/2004

☒ Current period 19 2004

☐ Other period

Selection

Personnel number 111

Personnel area

Business area

Payroll area 11

Cost center

General program control

Reason for payroll 0011

Off-cycle payroll B 09/18/04

Schema z200

Forced retro.accounting as of

☒ Test run (no update)

7. Enter date

8. Enter Z200

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Enter a date using the day after the last pay date for the employee. **Note: If Infotype 0221 adjustment is used - the date for the Off-Cycle simulation field should be the same date as date entered in the Infotype.**

Always use Z200 in the schema field.





# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

Program Edit Goto System Help

**Payroll Driver (USA)**

Business area  
Payroll area 11  
Cost center

General program control  
Reason for payroll 0011  
Off-cycle payroll B 09/18/04  
z200

**9. Click Display Log**

Log  
☒ Display log  
☐ Display log for time management additionally  
Display variant for log

Remuneration statement parameters  
☐ Display variant Rem. stateme  
☒ No remuneration statement

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# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

The screenshot shows the SAP Payroll Driver (USA) simulation interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window is titled 'Payroll Driver (USA)' and contains several input fields and checkboxes. A callout box labeled '10. Click to Display remuneration statement (Optional)' points to the 'Display variant Rem. staterne' radio button. Another callout box labeled '11. Enter APAY or ATIP' points to the text input field containing 'apay|'. The 'Test run (no update)' checkbox is checked. The 'Remuneration statement parameters' section is visible at the bottom.

**Payroll Driver (USA)**

Business area  
Payroll area 11  
Cost center

**General program control**

Reason for payroll 0011 Correction-Deductions  
Off-cycle payroll B 09/18/2004  
Schema Z200  
Forced retro.accounting as of  
☒ Test run (no update)

**10. Click to Display remuneration statement (Optional)**

**Remuneration statement parameters**

☒ Display variant Rem. staterne  
☐ No remuneration statement

apay| **11. Enter APAY or ATIP**

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## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

**12. Click to execute**

Business area

Payroll area 11

General program control

Reason for payroll 0011 Correction-Deductions

Off-cycle payroll B 09/18/2004

Schema Z200

Forced retro.accounting as of

☒ Test run (no update)

Log

☒ Display log

☐ Display log for time management additionally

Display variant for log

Remuneration statement parameters

☒ Display variant Rem. stateme apay

☐ No remuneration statement

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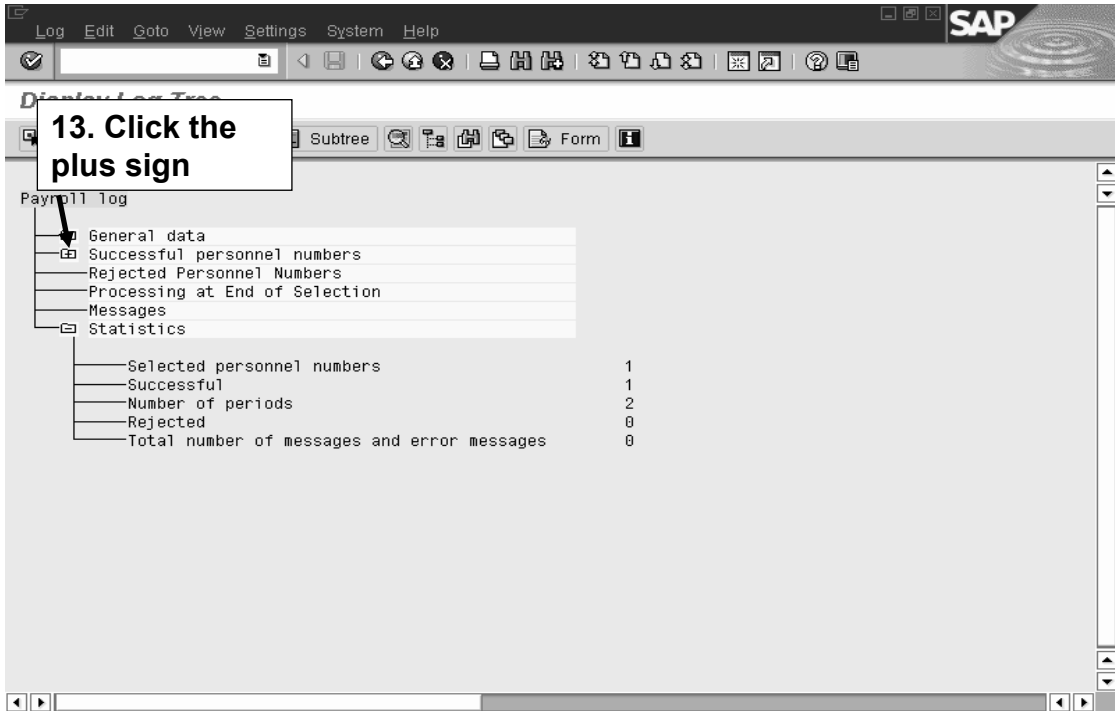
2-131

'APAY' is used for all regular earnings.

'ATIP' variant is used for employees with tipped earnings to view tipped earnings/taxes as well as regular earnings.



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



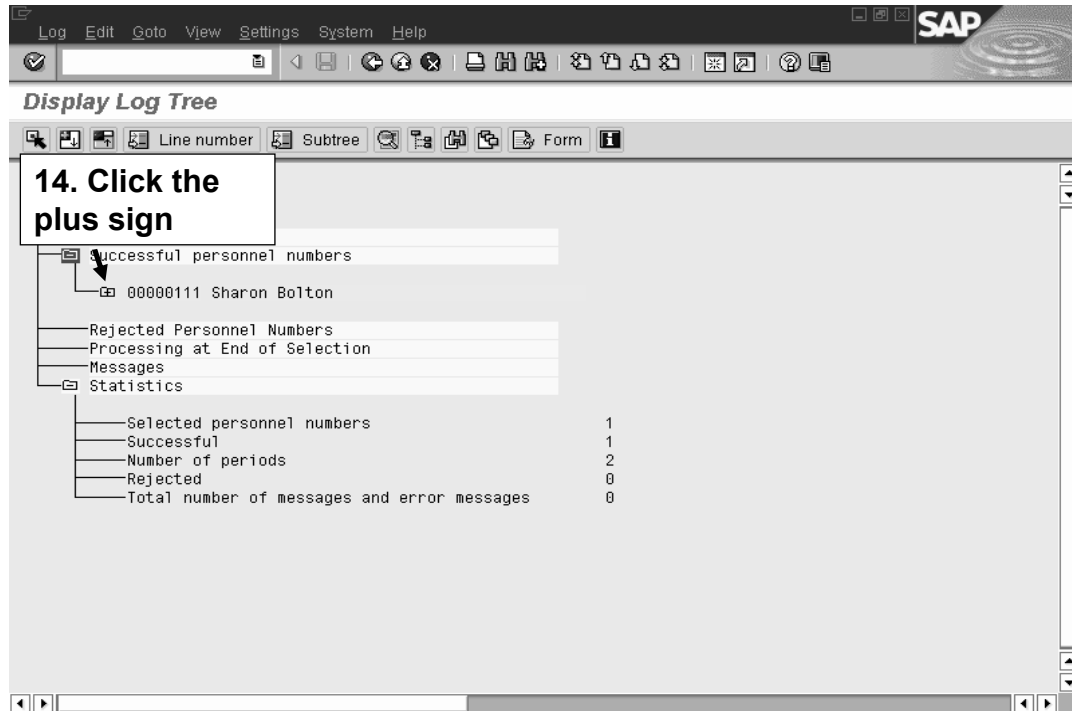
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2-132

Click on the plus sign in front of Successful personnel numbers.



## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



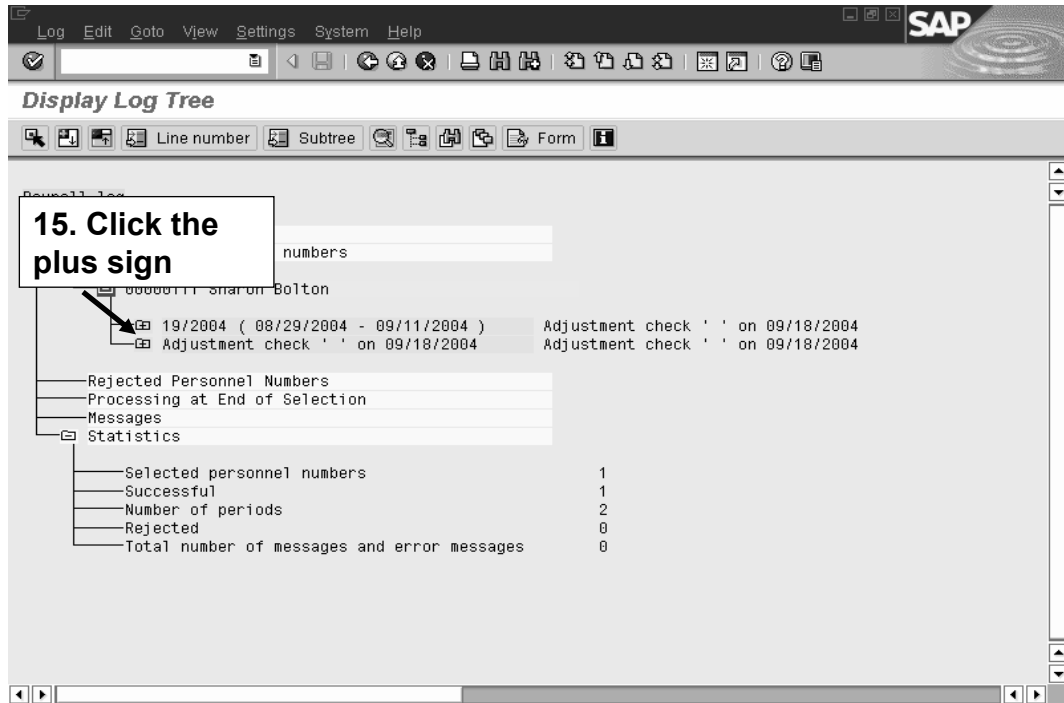
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Click on the plus sign in front of the employee's personnel number.



# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



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Click on the plus sign in front of Adjustment check.



# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

**16. Click the plus sign**

- Successful personnel numbers
  - 00000111 Sharon Bolton
    - 19/2004 ( 08/29/2004 - 09/11/2004 ) Adjustment check ' ' on 09/18/2004
    - Adjustment check ' ' on 09/18/2004 Adjustment check ' ' on 09/18/2004
    - Initialization USA
      - data processing
      - previous result of period for V0
      - ing previous pay results
      - al processing of time data USA
      - umulation and tax processing
      - Garnishment: Retrocalculation
      - Retroactive accounting
      - Net processing
      - Allocate ER benefit & tax posting
      - Final processing USA
- Rejected Personnel Numbers
- Processing at End of Selection
- Messages
- Statistics
  - Selected personnel numbers 1
  - Successful 1
  - Number of periods 2
  - Rejected 8

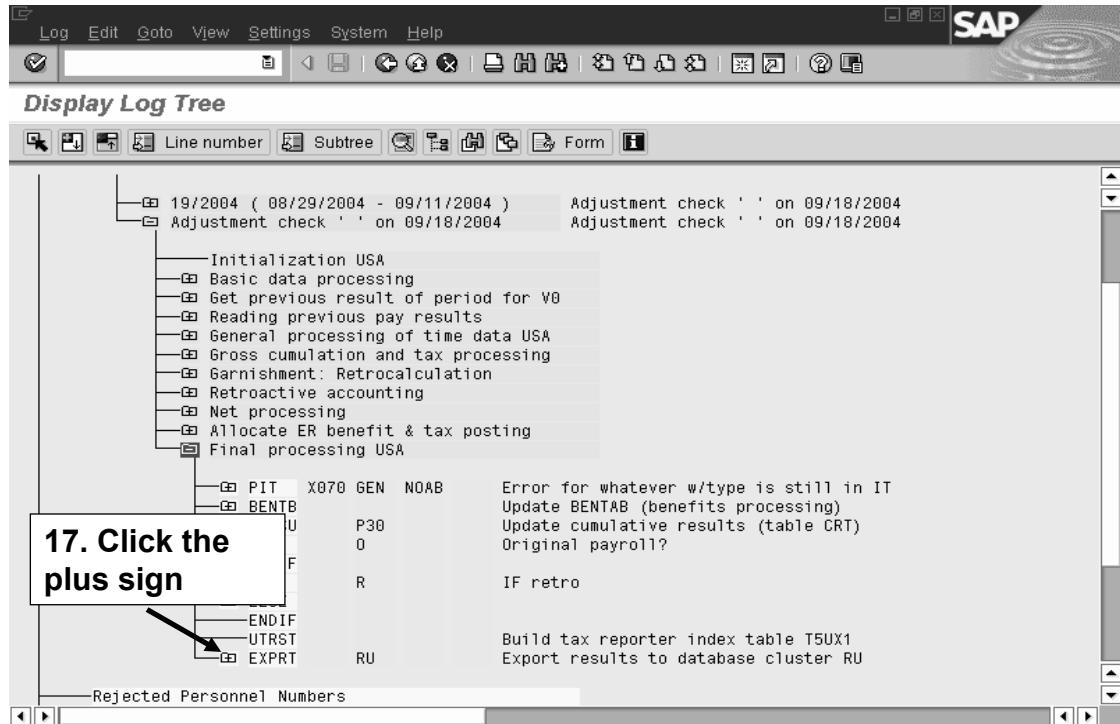
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Click on the plus sign in front of 'Final processing USA'.



# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



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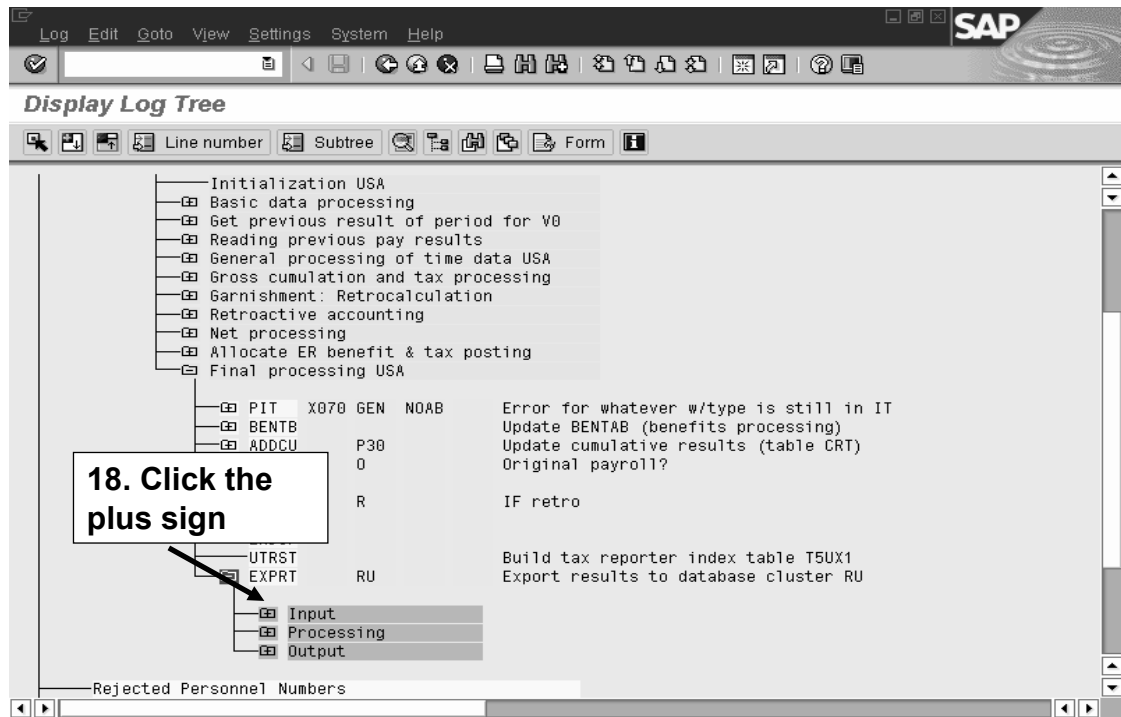
2-136

Click on the plus sign in front of 'Exprt RU'.





# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



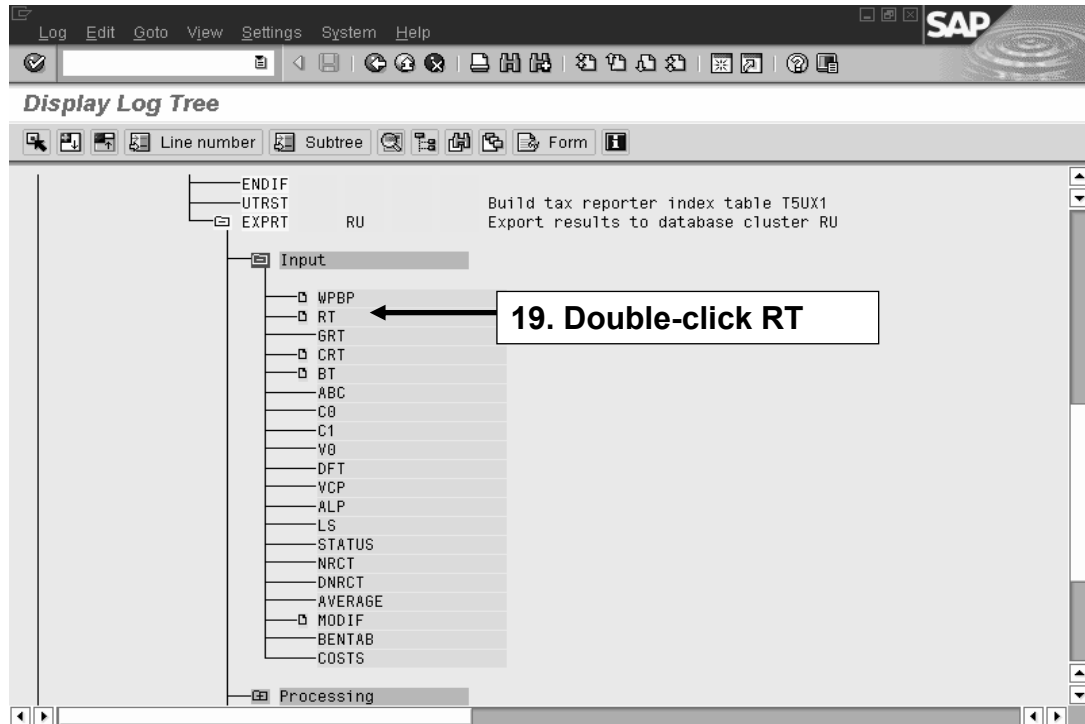
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Click on the plus sign in front of 'Input'.



# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)



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## Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

The screenshot shows the SAP HRAPAY simulation interface. At the top is a menu bar with 'Display', 'Edit', 'Goto', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Detail View of Log' and contains a table of wage types. The table has three columns: wage type code, description, and amount. The row for '/552 Difference' is highlighted with a thick black border. The table data is as follows:

Wage Type	Description	Amount
* /401 TX Withho1	02	3.73
* /403 TX EE Soci	01	18.30
* /404 TX ER Soci	01	18.30
* /405 TX EE Medi	01	4.28
* /406 TX ER Medi	01	4.28
* /550 Statutory		45.64-
* /552 Difference		295.20
* /559 Payment	01	249.56
* /560 Amount to		249.56
* /5PY Good Money		295.20
* /5U0 Tot EE tax		45.64
* /5U1 Tot ER tax		22.58
* /5UB Tax base w		588.70
* /601 TB Withho1	01	295.20

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09/16/04 Revised to V3

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/552 wage type will display the gross difference of pay for the employee.



# Simulation Off-Cycle (PC00\_M10\_CALC\_SIMU)

Display Edit Goto System Help

SAP

Layout Set Display

**DISPLAY PURPOSES ONLY**

For questions, Please contact your Payroll Administrator Amber Justice at 501371-6037		Check # : <Not assigned> Check Date: 00/00/0000 Pay Period: 09/18/2004 -	
Sharon Bolton 1509 Circle Street Little Rock AR 72202		SSN. 996-59-8570 FED 01 00 00 0.00 AR 01 00 00 0.00	Employee#. 111 Hrly Rate: \$
EARNINGS	WrkHrs	CURRENT	YTD
Difference prev. Perio		295.20	
Regular working time			10,596.60
Shift premium			32.40
Max Security/Haz Duty			129.60
Unsch Aft Hrs-RN-\$33			198.00
Holiday pay			470.96
Vacation pay			117.74
Total Earnings - Cum.		295.20	11,545.30
TAXES		CURRENT	YTD
FED			
TX Withholding Tax		19.33	1,158.79
TX EE Social Security		18.30	715.81
TX EE Medicare Tax		4.28	167.41
State AR			
TAXABLE EARNINGS		CURRENT	
FED			
TX Withholding Tax		295.20	11,
TX EE Social Security		295.20	11,
TX EE Medicare Tax		295.20	11,
State AR			
TX Withholding Tax		295.20	11,

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